Special Notices 240

ATTENTION HOME BASED BUSINESSES

Are you interested in selling your product or building your customer base at a nationally recognized cooking event?

If your target market is primarily women,

Call 829-7129

Today for more information.

Legals & **Public Services** 100 Legals & **Public Services** 100

10,991.00

\$ 282,548.00

\$ 27,272.00

29,059.00

\$ 764,027.00

\$ 195,033.00

\$ 189,401.00

\$ 11,538.00

\$ 129,785.00

\$ 597,115.00

\$ 166,912.00

FORCE Jobs available in over 150 specialties, plus *up to \$17,000 enlistment bonus *Up

to \$10,000 student loar repayment *Prior serv

repayment "Prior service openings. High school grads age 17-27 or prior service members from any branch, call 1-800-423-USAF or visit www.airforce.com

Great career opportu

1-800-423-USAF or visit www.airforce.com

Architectural Cadd Operator

3-5 years experience in Preparation of Contract Documents. CADD experience required. Send resume and salary requirement to:

Murray Jay Miller AIA 138 South Main Street Suite 300

Wilkes-Barre, PA 18701 1601

ASPHALT WORKER NEEDED

Roller & lute man skills preferred. Call 829-3038 or 674-9512

ASSISTANT

ASSISTANT
For Dr's office. Sat 10-7 &
4-7pm 4x week. Maturity,
ability & willingness to learn
outweighs experience.
Rose 825-2020

AUTOMOTIVE SALES

Help Wanted

AMERICA'S AIR

2,055.00

TOWNSHIP OF LEHMAN, LUZERNE CITY., PA COMBINED FINANCIAL REPORT YEAR ENDING DECEMBER 31, 2000

BALANCE: JANUARY 1, 2000

REVENUES

Fines & Forfeits

Intergovernmental Rev. Miscellaneous Income

Total Revenues

EXPENSES

General Government Public Safety Public Works

Debt Service Insurance, Etc. TOTAL EXPENSES

Balance: December 31,20 **EXAMINATION NOTICE** CIVIL SERVICE COMMISSION OF

DALLAS BOROUGH Forms required to be completed in order to apply for position of Police Officer are available at the Dallas

Borough Building. The Dallas Borough Building is open 24 hours a day, seven days a week. Please COMPLETED APPLICATION MUST BE FILED AT THE DALLAS BOROUGH PO-LICE DEPARTMENT DUR-ING NORMAL BUSINESS HOURS. APPLICATION

MUST BE RECEIVED BY APRIL 18,2001 AND BE AC-COMPANIED BY CHECK IN THE AMOUNT OF \$40.00
PAYABLE TO DALLAS BOROUGH.

ATTACHED TO THE APPLICATION MUST BE PROOF OF SUCCESSFUL COMPLETION OF ACT 120 (ORIGINAL COPY) OF MILITARY

The written examination wil be held on Wednesday, April 25, 2001 at 6:30 PM at the Gate of Heaver School, 40 Machell avenue Dallas, PA. Applicants are required to arrive 30 min-utes prior to scheduled testing time. Additiona requirements and all other hiring re-quirements mandated by the Municipal Police offiers' Education and Train-

Martha Weber Chair Civil Service Commission

NOTICE Notice is hereby given that Letters Testamentary have been issued to Lois S. Hannigan in the Estate of Walter E. Steltz, late of Hunlock Creek, Lehman Township, Pennsylvania, who died on December 16,2000. All persons indebted to said estate are required to make payments and those having claims or demands to present same without delay to the Executrix C/o John C. Morris, III, Esquire, 400 North Pioneer Avenue, Dallas, Pa 18612

NOTICE

NOTICE IS HEREBY GIVEN, that Letters Testamentary have been coke, Luzerne County, Pennsylvania, who died on March 8,2001. All persons indebted to said Estate are requested to make payments and those having claims or demands to present the same without desent the same without declaims or demands to pre-sent the same without de-lay Gregory F. Wiepa, Ex-ecutor, c/o Stephen B. Killian, Esquire, Silverblatt & Townsend, 1400Mellon Bank Center, Wilkes Barre, Pennsylvania, 18701 STEPHEN B. KILLIIAN, ESQUIRE

ESQUIRE
SILVERBLATT & TOWNEND
1400 Mellon Bank Center
Wilkes Barre PA 18701
(570)823-5181

NOTICE

NOTICE IS HEREBY
GIVEN, that Letters of Administration have been
granted to John A Bellino,
Administrator in the Estate
of Virginia Dale, late of
Kingston, Luzerne County,
Pennsylvania, Who Died On
February 6,1999. All persons indebted to said Estate are requested to make
payments and those having claims or demands to
present the same without
delay John A. Bellino. Administrator. c/o Stephen B.
Killian. Silverblatt & Townsend, 1400 Mellon Bank
Center.
Wilkes-Barre,
Pennsylvania. 18701
Stephen B. Killian, Esquire
Silverblatt & Townsend
1400 Mellon Bank Center
Wilkes - Barre, PA 18701
(570) 823-5181

Attorney

A + BANKRUPTCY

283-1800 LOW RATES

Help Wanted

270 **ADMINISTRATIVE ASSISTANT**

AUMINISTRATIVE ASSISTANT
Dallas Borough is accepting applications to fill this part time position. Approximately 15 hours per week. Computer skills required with knowledge of Microsoft office skills. Responsibilities include typing, filing, processing accounts payable and receivable, purchasing and payroll. Interested applicants should send letter of interest and resume to, Dallas Borough, 25 Main St. Dallas, Pa 18612. No phone inquiries, please.

Help Wanted

CHIROPRACTIC ASSISTANT

4 days approx. 20 hrs/wk.
Duties: Assist doctor w/ pt.
care, billing, office duties.
Exp. preferred but will train.
Apply at:
417 Market Street, Kingston
NO PHONE
CALLS PLEASE

CLEANING DOMESTIC HELP

P.O. Box 120 Plymouth, PA 18651 **CLEANING PERSON**

Part time evenings
Mid-Valley Area.
Part time floor person
Moosic Area
Fill in person needed
Scranton Area.
Call 489-8874

CLERICAL/BOOKKEEPING

ndividual needed for rec-ord keeping, typing and come tax knowledge. days / week. Stan Urbansk Homes, 379 S. Main St., Vilkes-Barre. 18702

Responsible individua

sition in a clerical pool Duties include multi-line switchboard operation, completing correspondence and assembling reports, preparing mailings, typing, proofing and other duties designated by supervisory staff. Must be a sory staff. Must be a team player with good communication and computer skills. Salary \$17,000 With a great benefits package. Send resume & cover letter to: Human Resources, P.O. Box 2004, Wilkes-Barre, PA 18703. FOF

COMMUNITY HOME STAFF

Step- By-Step is look-ing for full and part time staff (some day shifts available) to work with available) to ... Luzerne County. Hours Excellen will vary. Excellen Benefit Package. Contact Colleen at

CORRESPONDENTS



ntities available for high school grads. Ages 17-27. Plus up to \$25,000 enlistment bonus if you qualify! To request additional information call Did you know Luzeme County has 76 municipali-ties, 11 school districts and countess other authorities and boards? The Times Leader needs help covering them. Are you enthusiastic, trustworthy, aggressive and willing to learn? Are you looking to earn some valuable newspaper experience? If so, the Times Leader is looking for several correspondents to cover various municipal and school board meetings through-out the area on an as needed basis. If you're in-terested, send letter of in-

> Joe Healey, Night Editor TIMES◆LEADER 15 North Main Street Wilkes-Barre, PA 18711-0250

CORRESPONDENT

Full time. Paid based or experience. Contact Tony 868-4495 loam and language. ers must be adept Excellent opportunity with thriving organization for experienced service manager/factory rep. sales service at current accounts. Proven new innovative products for all automotive franchised dealers. Please send resume to: ing and developing detaile feature stories that explai gardening techniques; as-signments about area gar-dening trends and person-

TIMES♦LEADER 15 North Main Street Wilkes-Barre, PA 18711-0250

AUTOMOTIVE TECHNICIAN Exp. foreign car mechanic Small shop. No lay-offs. Good salary & benefits. Ca for interview: 829-1050

BOX 2797

Pr DREIER **Downtown W-B**

AUTO SALES PERSONS

Honest, high energy, self moti-vated to sell some of the hot-test vehicles on the market. Apply in Person Abraham Cheverolet 339 Hwy. 315, Pittston, Pa.

BOOKKEEPER

The Prominent Appare Firm of Alperin Inc., in Old Forge, PA is hiring a book-seeper. Responsible for ceivable thru I rial Balances and Financial Statement. Payroll, Payroll Tax Returns, General Office Duties, Computer Literate. Great work environment and benefits. Please send re-

The Controller's Dept. P.O. Box 3627 Scranton, PA 18505 Fax: 457-6530

BOOKKEEPING Full Time position available in Dallas office. Monday-Friday 8:30 am - 4:30 pm. Excellent working conditions. Looking for an individual with organizational, typing, filing, computer and calculator skills. Team work oriented - good telephone and personal communications. \$7.00/hr. Send letter or resume to:

Send resume to: DALLAS POST P.O. BOX 366 DALLAS, PA 18612 Substitute

d. Dallas Sch t. Part Time No weekends

Call 674-7244

For more information

CAREGIVERS

F/T, P/T. Immediate openings. 570-270-4567

CARPENTER

CARPENTERS HELPER Must have own hand tools and transportation. Call 696-5069

CLEANING PERSON

270

Help Wanted 270

contractors for the following areas:

◆ Pittston (surrounding areas) **♦**Duryea

♦ West Pittston Make \$500-\$800 driving your car! Early morning hours that don't interfere with fulltime, day responsibili-

Call 829-7206

DIRECTOR OF DISTRIBUTION

Giftware company relocating to Humbolt Industrial Park seeks Director of Distribution to oversee its newly constructed, state of

sume w/sal reqs to: HR Mgr: 914-964-1298

PUBLIC AFFAIRS COMMUNITY SERVICES

American Red Cross,
Scranton Chapter, has an
immediate opening for a
Director of Public Affairs
and Community Services.
This individual must be de
tail oriented with the ability
to work independently in a
fast paced environment.
Excellent inter-personal
skills a must. Responsibilities include Community
Public Relations and Volunteer Mgmt. College degree preferred.
Send resumes to:
Human Resources,
Scranton Chapter
American Red Cross
545 Jefferson Ave.
Scranton, PA 18510

DIRECTOR RECREATION CENTER allas borough is searching Director to supervise taff of five in a nine week staff of five in a nine week summer recreation program. The program is expected to begin June 11,2001 ending August 10,2001. The successful candidate must possess good organizational skills, a willingness to work with local youth 6-16 years of age and must be familiar with basic first aide. The successful applicant must commit to the programs entire nine-week schedule. Interested applicants should apply at the Borshould apply at the Bor-ugh Building 25 Main treet, Dallas, PA

ARE YOU

UNEMPLOYED?

DO YOU WANT TO

WORK?

HAS THE SOLUTION

LIGHT PACKOUT

ASSEMBLY JOBS!

Numerous openings in Wilkes-Barre Warehouse The positions are opened on ALL shifts and will last

throughout the entire year!

283-0433

DRIVER- CLASS A CDL

ikes Creek Site Con ractors seeks a Clas CDL driver. Ability to

applicants will apply in

Pikes Creek Site Contractors, Hunlock Creek, PA (570) 477-3030.

DRIVERS

A CDL drivers wanted. Good Pay Home often. Call Frank at 570-313-

DRIVERS OTR Star Transport Inc. has an

pany benefits, exc.

miles. Must have class

A CDL & be able to pass DOT physical &

drug screen. Training available 800-548-6082

www.startransport.com

DRIVERS

With CDL, coast to coast

Eurotrans (570) 325-5525

DRIVER/WAREHOUSE

Sutton Springs Bottled Water, Shavertown, needs a full time

driver/warehouse worker. No weekends or nights. Must be reli-able with good driving record. Lifting re-quired. \$8/hr. Call Joe for appt. 696-2800

EXPERIENCED CAKE DECORATOR

/ ASSISTANT STORE MANAGER

byal Bake Shop special g in cookies, cake anolies. Hrs. 11am-7pm.

Apply in person: Royal Bake Shop 1170 Wyoming Ave. Exeter, Pa. 18643

/888-877-9348

perate equipment

The Times Leader is look Candidates should be able to get up to their elbows in Write gardening knowledge or have the reporting skills and willingness to learn. Look forward to: Uncover-

alities Please send bio and samples to: Joe Butkiewicz

TIMES LEADER 15 North Main Street Wilkes-Barre, PA 18711 joeb@leader.net

COURT RESEARCHER/TITLE xperience helpful- Paralega ull time/benefits/compan rehicle for large title com any. Fax resume to: Midlantic Group Attn: Jennifer Mierzwa 570-823-4021

CUSTODIAN For private school. Flexible hours. Call 287-9600

★ CUSTOMER SERVICE REPS★ Professional, energetic, self motivated customer service reps needed for expanding company flex hrs. great part time potential. Faritastic

commission schedule. Please call 570-331-4000 TODAY Ask for Verlin.

CUSTOMER

We have long term assignments available in the Hanover Industrial Park. Various shifts available. The qualified candidates will have a working knowledge-of Windows and Word. Competitive pay rate. Immediate start. Applications are accepted Mon. – Wed. from 9am-2pm. Two forms of ID and transportation required.

Adecco

32 E. UNION ST. WILKES BARRE, PA (570) 823-1211

DANCER Exotic dancers needed for Fridays and Saturday only, Attractive wages. Must have references. Auditions held Fridays and Saturday

Call (570) 695-2619

DENTAL HYGIENIST Growing dental practice seeks professional hard working committed persor with strong communication and patient education skills part time with full time population.

ential.
Send Resume to:
Tracey Neary DDS
40 N Market St.
P.O. Box 132
Nanticoke, PA 18634
Fax to: 735-9171

DRIVER Dump truck exp. for local asphalt Co. With CDL. Requires manual work. 674-9512 or 829-3038 Literacy Program Specialist funded until June 30, 2001 The successful candidate for this full time administrative position will be responsible for

supervising and monitoring the Adult Learner's Training and Assistance Program. Minimum requirements include a Bachelor's Degree with Certification in Education required; Certification in Early Childhood Education preferred plus one (1) year with adult basic education programs for the disadvantaged /adult learner including recruitment, outreach and adult basic education and literacy instruction. Annual starting salary \$28,662.04. Applicants should send a letter of application, resume and three letters of recommendation to

F/T LITERACY PROGRAM SPECIALIST

Luzerne County Community College invites applications for the position of

John Sedlak, Director of Human Resources, **Luzerne County Community College** 1333 S. Prospect St., Nanticoke, Pa 18643-3899, Postmarked No Later Than April 5 2001

No Phone Inquiries Please

At Pa's 18th best place to work.

George J. Hayden Inc. is looking to expand its team of professionals.

• AVAYA(Formerly Lucent) phone sale rep.

· Service manager- residential/commercial electric division · Communications manager- commercial projects.

 Project managers- Electric & communication divisions All position include excellent benefit package & bonus opportunities.

> WINNING TEAM 235 East Maple Street Hazleton, Pa. 18201

Dynamic team player send resume to:

MOBILE MRI TECHNOLOGIST

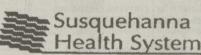
Position to support our mobile MRI services in Central PA. Areas services will include Berwick, Bloomsburg and Lewisburg. Technologist should be based within a reasonable commuting distance to the mobile sites. MRI experience preferred. Experience as a radiology technician is required. In addition to an experienced based salary we offer a full benefit package that includes flexible health care options; childcare reimbursement; paid time off; retirement plans and company paid long term disability.

PHYSICAL THERAPY ASSISTANT

Full time position to work with patients in the Gibson Rehabilitation Center and at two long term care facilities. Must be licensed.

Second shift position in our Integrated Support Services Department. Will plan and direct hospitality services personnel in the environmental

Learn more about us by visiting our web site at shscares.org. Send your resume or apply in person: **Employment Services** 1100 Grampian Blvd. Williamsport, PA 17701



Fax 1-800-655-7204 E.O.E.

Divine Providence Hospital • Muncy Valley Hospital The Williamsport Hospital & Medical Center

TERRITORY SALES

MANAGER

Seeking local representation,

highly motivated individual to man-

age & sell to existing accounts.

High quality auto & truck access.

to New Car Dealers. Salary +

comm. Great benefits. Serious

career minded appliances.

Contact Jim Maxim

at

610-265-6600

ext 107

SUBCONTRACTORS NEEDED

(ALL TRADES) for Lackawanna County Town home project.

Call 969-0750

between 9am & 2pm.

SALES Earn \$800-\$1500 per week selling. For a 60 second message call toll free 598-5900 M/F/H EOE

RA9197

Surfing for

Work

Positions

posted daily

russoli.net

LEGAL SECRETARY

Must be experienced in real estate including settlement statements and closings.

Send Resume to:

TIMES + LEADER

15 North Main Street Wilkes-Barre, PA 18711

LOAN UNDERWRITING

PROCESSOR/CUSTOMER

SERVICE REPRESENTATIVE

Busy Financial Services Of-ice is currently seeking oan underwriter/ proces-or & custome service

representative to assist o office in the daily open tions of our business. Dities include but are not linited to underwritin processing and custom service skills. There is rasales or travel required.

MECHANIC

METAL FABRICATION

Press Brake Operators
Turret Operators
Shipping and Receiving
Qualified applicants can appl
n person or send resume to
Harvey Metal Products
22 Ruddle St.
Wilkes-Barre, Pa. 18702
No Phone Calls Please

270 **Help Wanted**



Services, Inc. 355 South Main ST. Wilkes Barre, PA 18702 822-6151 FOSTER PARENTS NEEDED spherion.

Children learn what they live. You can help them learn all the right things by becoming a foster parent. FCCY will assist you by providing complete training, support, and reimbursement every step of the way. Call 1-800-747-3807

TNT Management

FRAMING CREWS Building contractor has openings for experience framing crews. Must have insurance a equipment also

experience roofing crews Call 1-888-387-6663 fo appointment. FRONT DESK/AUDIT

Challenging opportunity for detail oriented person. Bernefits available at 90 days. Apply within Red Roof Inn, Rt 315 W-B & HAIRSTYLIST & blus. Salary based on experience. Health Ins., Dental Ins., 401K, and more. EOE. Qualified Licensed willing to learn men's hair replacement. Tosi's Hair Replacement Clinic, 133 Slocum Ave. Exeter, Call for interview

HEALTH STAFF **RESIDENT AIDES**

T/ PT. All shifts available, on the job training, flexible lours. Call 825-0538 of pply in person:
Riverview Ridge
300 Courtright Ave.
Wilkes-Barre
E.O.E.

exciting new pay package. Exp'd drivers can start up to 34¢ per mile, full com-Genesis ElderCare HOUSEKEEPER

> Riverstreet Manor 440 N. River St., W-B 825-5611 **HVAC TECHNICIANS**

Must have experience Immediate openings. Ex-cellent benefits, no layoffs Call 570-563-1517 **JANITOR** Full time janitor needed for third shift. 40 hours per week. Normal cleaning du-

Applications KEYSTONE AUTOMOTIVE OPERATIONS 44 Tunkhannock Avenue Exeter, PA 18643

LANDSCAPING

Looking for a change of pace? Work in our landscape division. Great outside work full time days weekends free Apply Days (Mon.-Fri.) Huntsville Nursery 302 Old Route 115 Dallas, Pa. 18612

ASST (This is a 10 month Position)

STUDENT ACTIVITIES

Wilkes University seeks an individual to assist in the development and implementation of an expanding activities program for the University's \$47,000 sq. ft. Student Union Building. Primary responsibilities include evening and weekend supervision of building operations & activities. Bachelor's degree required. Previous effective activities experience preferred. Strong organizational and interpersonal skills essential. Review of applications will begin immediately and will continue until position is filled. Send letter of interest, resume and name address and

phone number of three reference to: Student Activities Assistant Search, Wilkes University, c/0 Human Resources Office, PO Box 111 Wilkes-Barre, Pa. 18766

AA/EOE

Can you show others how to practice everyday

living skills, such as cooking, cleaning, budgeting?

> Can you work various shifts throughout the week?

Step-By - Step, Inc. is looking for an individual to work

part time in our Tunkhannock Program 16-20 hours per

week. Starting salary \$7.82/hr. Call Joyce at 836-6868.

Do you have a High School diploma/GED?

> Are you reliable & mature?

CAFE: experience preferred

Part time days.

Apply in person: 651 Wyoming Ave., Kingston **Tudor Book Shop**

PHARMACIST **COMMUNITY HOME**

STAFF Step- By-Step is looking for full and part time staff (some day shifts available) to work with Luzerne County. Hours will vary.

Excellent Benefit Package. **Contact Colleen at** 829-3477

Help Wanted

270 MECHANIC **PETRO BIG TEN TRUCK STOP**

LUBE BAY

MRI/CT TECHNICIAN 10 HR Director First Liberty CT TECHNICIAN

Financial Services
400 Keystone
Industrial Park
Dummore, PA 18512
FAX: 888-608-5284
Phone: 570-343-4096
ext. 146 Work with the latest scanner and software available. F/T position available in multi-modality Imaging Center. Qualified candidate should be able to work independently First and second shift rotatio LPN with pay differential. Day Shift, 7-3:30 full time with benefits. commensurate with experi ence. Company paid healt Applications will be nsurance and pension plan. accepted at
Balanced Care

Reply to: Valley Open MRI and Diagnostic Center 451 3rd Ave. Kingston, Pa. 18704 Attn: Human Resources Kingston 702 Third Ave. Kingston, Pa. 18704 Outdoor power equipmer co. has an opening for a experienced mechanic Must have own tools an transpiration. Experience i repairing 4 cyl and a cooled engines. Clea shopp, great working conditions, pd holidays an penefits. Call 675-2195 cfax resume to: 570-675-9076

PAINTERS HELPER Willing to learn, hard worker, needs own transportation & references. 570-287-0273 leave msg.

PHARMACIST Full time, 4 day week. No Sundays, no holidays, no Saturday nights, Benefits, part time considered.

Deibler's Drug Store 7 Main Street, PO Box D Elizabethville, Pa. 17023 717-362-8161

Help Wanted 270 PART-TIME

SOMETHING CHALLENGING Can you show others how to practice everyday living skills, such as cooking, cleaning, budgeting?
Do you have a High School diploma/GED?
Are you reliable & mature?
Can you work various shifts throughout the week?

Step-By-Step, Inc. is looking for an individual to work par time in our Tunkhannock Pro gram 16-20 hours per week Starting salary \$7.82/hr. Ca Joyce at 836-6868.

PIZZA BAKER Join the areas #1

Become a Grotto Pizza Baker!

Experience preferred but not required. We will train. Flexible hours competitive compensation & the opportu-nity for advancement. Apply in Person at Grotto Pizza at the Wyoming Valley Mall

PROGRAMMER

Working knowledge of RPG, CL, OCL & PDM: Client access & PC experience helpful. Successful candidate will be detail oriented and posses ability to work independently on projects. Must be able to do various other tasks to ensure system operation flow. Complete benefit package. Please submit resume with salary requirements in complete confidence to:

onfidence to: Crystal Soda Water Company 425 Franklin Ave., PO Box 406, Scranton, Penna. 18501

Night Supervisor wanted. Food service

BOOK STORE

BOOKSELLER:

Full time, 4 day week. No Sundays, no holidays, no Saturday nights,

Benefits, part time considered. **Deibler's Drug Store** 7 Main Street, PO Box D Elizabethville, Pa. 17023

717-362-8161

RECEPTIONIST/ SWITCHBOARD OPERATOR

Part-time, Mon. thru Fri. 4pm to 6pm. Switchboard experience helpful. Send resume to

Sue Greenfield 700 Mellon Bank Ctr. Wilkes-Barre, PA 18701 or fax to: 829-3460

LEGAL SECRETARY/

RECEPTIONIST Wilkes Barre Law Firm seeks full time Secrtary/Receptionist. Legal experience & computer experience in MicroSoft Word.

Send resume &

salary requirements to: P. O. Box AN, Wilkes Barre, Pa. 18703

PRODUCTION LINE WORKERS

The Lion Brewery, Inc. is hiring 2nd and 3rd shift temporary workers at \$9.00 per hour plus shift differential. Lifting, daily overtime, and Saturdays required. Candidates must submit to drug screening. Benefits available and opportunities for

long term employment. Applications accepted at Luzerne County Career Link, Union Street in Wilkes-Barre (formerly Wyoming Valley Job Center) Job #WEB 153723