

**Deadline**

4:30 P.M. Mondays

The Dallas Post

# CLASSIFIED

**Office Hours**

8:30 A.M. - 5:00 P.M. Mon. - Fri.



Call 1-800-273-7130 to place your **GUARANTEED RESULTS\*** classified ad

**Low Rates**

**6 Lines • 4 Weeks \$12**  
Call for Business Ad rates

If you don't get results in 4 weeks, we'll run your ad Free for another 4 weeks.

**Fax Your Ad**

For maximum convenience - 831-7312

**Photo Classifieds**



**AUTO FOR SALE**  
**\$20**  
Incl. Photo  
20 words • 4 weeks



**REAL ESTATE**  
**\$22**  
Incl. Photo  
20 words • 6 weeks

**Pre-Paid Ads**

Ads that fall under the following criteria must be paid in advance of publication: Work wanted • Situations wanted All ads for moving, if they are leaving the area. All ads for going out of business. Ads from outside our circulation area.

**Box Numbers**

Blind Box Numbers are available. They may be mailed or picked up. \$3.00 charge. All information concerning the box number is confidential, and we cannot disclose the identity of the Box Holder.

**Errors & Ad Cancellations**

Read your ad carefully the first day it appears and report any errors before the next edition; this will be the only proof you will receive. Errors should be reported immediately as *The Dallas Post* can be responsible for the first incorrect insertion only. Cancellations must be called in before the regular ad deadline.

*The Dallas Post* reserves the right to reject, edit or properly classify all advertising submitted for publication. We will not knowingly accept an advertisement that might be considered misleading, fraudulent, illegal, unfair, suggestive, in bad taste or discriminatory.

**ADMINISTRATOR**

Part-time (20-30 hrs/wk) for Jewish Social Service Agency. Responsibilities will include administrative & financial oversight; liaison activities with community. Requires administrative skills & sensitivity to social & counseling needs of agency. Send resume & salary requirements by Nov. 12 to:

Search Committee,  
Jewish Family Service  
71 W. Northampton St  
Wilkes-Barre, Pa 18701

**HUMAN RESOURCES MANAGER**

Medium sized retail/service operation as immediate opening available for a Human Resource Generalist. Responsibilities include benefits administration, recruitment, training and employee relations. B.S. Degree and a minimum of 5 years HR experience Required. Fax your resume and salary requirements to 570-970-3838.

E.O.E.

**COMMUNITY HOME WORKERS**

(1) Full time position M-F 1:30pm to 9:30 pm (1) part time position Sat. 9:30 pm until 11:30 Sun am. Working with developmentally disabled individuals. Experience is helpful, training will be provided. Valid drivers license is required. Benefits available with full time position. For information call Impact Systems Inc. at 829-3671 EOE

**AUTO PARTS SALES**

Locally owned/operated Co. seeking FT or PT parts sales person for Moosic location. Flexible day/eve. hrs. Exp. helpful but not necessary. Mechanical background a plus. Great for college student.

Apply in person at any Cee Kay Location

**ASSISTANT TOWNSHIP MANAGER**

The Township of Tobyhanna, Monroe County, is accepting applications for the position of Assistant Township Manager. The township is a progressive and growing township in the Pocono Mountains of Pennsylvania with a permanent population of 6,152 and a seasonal population of 16,000+. The annual salary is \$32,000, DQA. A Bachelor's Degree in public or Business Administration, two (2) years experience in Municipal Government or Business/Financial Management and excellent oral and written communications skills required. The Assistant Township Manager is responsible for working with the manager in all aspects of municipal management and must possess accounting, computer operations, municipal finance administration, personnel and public works operations abilities. Send resume to the Township Manager, Township of Tobyhanna, HC 89 Box 289, State Avenue, Pocono Pines, Pennsylvania 18350. Resumes will be accepted until November 30, 2001 E.O.E.

United Management Services Inc., a 20 unit (and growing) operator of Arby's Roast Beef Restaurants and T.J. Cinnamons, located in Northeast Pennsylvania has

**MANAGEMENT POSITIONS**

available in our Scranton/Wilkes-Barre & our new Pittston location We offer competitive salary, co-pay health and dental insurance, paid vacations, and an excellent bonus program.

Please submit your resume, with salary history and requirements to:  
**United Management Services Inc.**  
Attention: Joseph Cerulli VP Operations  
P.O. Box 3211, Allentown, PA 18106-0211  
Fax: (610) 797-1456  
E-mail: jcerulli2@msn.com

**OIL BURNER SERVICE TECHNICIAN**

Full-time service technician with experience in residential oil heating systems and plumbing. Salary based on experience. Benefits package. Send resume to:  
**Swithers Heating Oil Service.**  
77 N. Market St.,  
Nanticoke, PA 18634  
or fax 735-312

**PACKAGER PART TIME**

TIMES LEADER'S packaging department is searching for stable, dependable individuals to fill positions on all shifts in our mailroom. Individuals must be able to stand for long periods of time, and lift up to 20 lbs on a consistent basis. Responsibilities include preparing inserts for distribution into our various products. Previous mailroom experience helpful but not required. We are willing to train.

**TIMES LEADER**  
90 East Market Street  
Wilkes-Barre, PA

**COOK**

Metz & Associates @ College Misericordia Dining Services has an immediate opening for an experienced cook. Ideal candidate must have 3 yrs experience in a high volume atmosphere. Great starting salary and benefit package available. Apply in person between 9am-11 am and 2-4pm at:

Metz & ASSOC.  
College Misericordia  
Merrick Hall  
301 Lake St. Dallas, Pa  
No phone calls please.

**DATA ENTRY PART TIME**

United One Resources is offering an excellent opportunity for a conscientious, detail oriented person looking for part time data entry work. Duties include: new order entry, assignment of orders to vendors and follow-up. The hours for part-time work would be 2pm- 6 pm five days a week. Interested candidates should contact via fax or email resume and salary requirements to:

**Human Resources**  
**United One Resources**  
PO Box 390  
Wilkes-Barre, PA. 18703  
FAX: 570-824-7180  
EMAIL: lgarner@unitedonerresources.com

**DRIVERS**

Class A & B  
Large, wholesaler seeking Class A & B drivers, excellent benefit package. Competitive rates. Apply at:

Klein Candy Company  
100 West End Rd.,  
Wilkes-Barre, Pa EOE



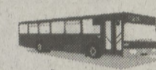
**GENERAL OFFICE**

PT position w possibility of future FT placement. Flex hrs. Duties include data entry, filing, telephone, billing & AP. Working knowledge of MS Word & Excel a must. Previous exp. in construction atmosphere a plus.

Fax resume & salary requirements to  
**570-343-6063**

**Home Sweet Home Personal Care, Inc.**

We're looking for personal care aides and companions to join our team of professionals. Home Sweet Home Personal Care is a private duty agency that provides excellent care to our patients in the comfort of their own home. Duties include:  
• Bathing • Personal Care  
• Companionship • Dressing  
• Light House Work • Assistance w/Meals  
• 24 Hour Service 7 Days A Week  
• Full/Partial Shifts  
**EARN EXCELLENT PAY WHILE WORKING FLEXIBLE HOURS**  
Call **570-288-1995**  
For more information or to set up interview.  
480 Pierce Street, Suite 318  
Kingston, PA



**Bus Drivers Part Time**

Back Mt Area. Great for Moms & Retirees. Call 823-3333

**BUSINESS/ACCOUNTING INSTRUCTORS**

Harcourt Learning Direct, the leader in distance education, has openings for 2 instructor positions. This is a unique opportunity for the right applicants to help students achieve their goals by providing instructional support primarily by telephone and email.

**FULL-TIME BUSINESS INSTRUCTOR**

This position is for the 9:15am-6:00pm shift. Candidates must have a minimum of a BS/BA in Business Management or related field as well as experience with PC applications. In addition, education and/or experience in a medical office or related environment would be preferred.

**PART-TIME ACCOUNTING INSTRUCTOR**

This position is for the 4:00pm-9:00pm shift. Candidate must have a BS degree in Accounting. Experience with PC applications is required.

Both positions require excellent telephone, oral, and written skills along with a desire to learn materials in a variety of fields. We offer a full benefit package including; excellent medical, dental, and vision plans, tuition reimbursement; vacation, sick days, and holidays; 401k retirement plan, and Harcourt program discounts.

Harcourt Learning Direct is the world's largest accredited provider of offsite career training and degree programs. Please send resume and salary requirements to:

**Human Resources Dept.**  
**Harcourt Learning Direct**  
Dept EDU  
925 Oak Street  
Scranton, PA 18515  
(NO PHONE CALLS PLEASE)



A Thomson Company EOE/AA M/F/D/V

**ASSISTANT MEDIA PLANNER**

Duties will include assisting with developing, implementing and analyzing our print-based media strategies, scheduling the related buys and seeking our new opportunities for our International B2C direct response marketing program. Successful candidate will possess skills in Word and Excel, mathematical skills, be organized and detail oriented and able to work in a fast paced environment with deadlines. A 4 year degree or equivalent experience is required

Please send your resume to:

**Harcourt Learning Direct**  
**Human Resources**  
925 Oak Street,  
Scranton, Pa 18515



A Thomson Company

EOE/AA M/F/D/V

**SECURITY OFFICERS**

**IMMEDIATE OPENINGS**  
PT in Wilkes-Barre (ACT 235),  
Dunmore & Old Forge. FT in Wilkes Barre. Benefits for FT. Call  
**Triple A Security Patrol**  
800-682-4722

**AUTOMOTIVE SALES**

With 14 new car franchises and the largest Pre-owned inventory in the area, MotorWorld is looking for highly motivated individuals to fulfill immediate openings in our Pre-owned sales department. We offer competitive wages, a complete benefit package, and a pleasant work environment. To schedule a confidential interview, contact Lou or Pat at:

**MOTORWORLD**  
150 MOTORWORLD DRIVE  
Wilkes-Barre, PA. 18703  
570-829-3500 Ext. 5063  
E.O.E.



Is looking for experienced **COMMERCIAL CARPENTERS & CONCRETE WORKERS** to work at Dallas School District call for application and to schedule an interview  
**570-385-1662**  
EOE  
<< miller bros >>

**Legals & Public Services 100**

**NOTICE IS HEREBY GIVEN** that Letters Testamentary in the Estate of Lottie A. Michaels, (died Feb. 9, 2001) late of the Municipality of Kingston, Luzerne County, Pennsylvania, have been granted to James Michaels and John Michaels. All persons indebted to said estate are requested to make payment and those having claims directed to present same without further delay to the Executors, c/o

**COSLETT & COSLETT ATTORNEYS-AT-LAW**  
The Coslett Building  
312 Wyoming Ave.  
Kingston, PA  
18704-3504

**Legals & Public Services 100**

**REQUEST FOR PROPOSALS**

Dallas Borough Council is accepting proposals for professional accounting services with the auditing of Dallas Borough's financial statements for the year ending December 31, 2001.

The financial statements are to be audited in conformity with accounting principles prepared on the cash basis of accounting and conducted in accordance with accounting standards generally accepted in the United States.

Please submit proposals to Dallas Borough Council, C/O Borough Manager, 25 Main Street, Dallas, PA 18612. Deadline for submitting proposals is 12:00 P.M. November 19, 2001.

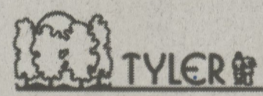
Dallas Borough is an Equal Opportunity Employer  
Joseph Moskovitz, Borough Manager

**INVITATION TO BID**

Public Notice is hereby given that Dallas Borough Council will be accepting bids for the purchase of a used Truck Mounted, Twin Engine Street Sweeper. A complete list of specifications may be obtained at the Borough Administrative Office (570) 675-1389.

Bids are to be forwarded to Dallas Borough, 25 Main Street, Dallas PA 18612 and should be clearly marked "Street Sweeper Bid". Deadline for submissions of bids is 12:00 P.M. November 19, 2001. All bids will be opened at a Public Meeting at 7:00 P.M. November 19, 2001 in Dallas Borough Council Chambers.

Dallas Borough is an Equal Opportunity Employer  
Joseph Moskovitz, Borough Manager



**REGISTERED NURSE HOME HEALTH**

Tyler Home Health has an immediate opening for a full time registered nurse. Must have current PA license and a minimum of 1 year current Home Health experience. Must have valid driver's license and provide own transportation. Excellent case management experience necessary. Competitive pay, travel reimbursement and benefits. Interested applicants may send resume to:

**Tyler Home Health**  
880 SR 6 W  
Tunkhannock, PA 18657  
Fax: 836-6415

**WAREHOUSE PERSON**

Immediate opening for a warehouse person, good communication and computer skills and the ability to handle several tasks at once required. Must be able to lift 70lbs. Hours: 9am-6pm Tuesday thru Friday and 8am-5pm on Saturdays. We offer competitive wages and a complete benefit package. To schedule an interview call Sue Filchak at:

**MotorWorld**  
160 MotorWorld Drive  
Wilkes-Barre, PA 18703  
570-821-3754  
E.O.E.

**Enjoy The Convenience Of Home Delivery. The Dallas Post 829-5000**