14 The Dallas Post Dallas, PA Thursday, December 6, 2001

Legals &

Public Services 100 ESTATE NOTICE Notice IS hereby given that Letters Testamentary have been issued to Rev. Peter A. Dombroski, Sr., in the estate of Cecelia Maria Dom-broski, late of Lake Township, Luzerne County, Pennsylvania, who died December 19, 2000. All persons in-debted to said Estate are required to make payment and those having claims or demands to present the same without delay to the Executor, C/O John E. Morris, III, Esquire 400 North Pioneer Avenue, Dallas, PA 18612

nue, Dallas, PA 18612 NOTICE IS HEREBY GIVEN, that Letters Testamentary have been granted to Susan Bayer, Executrix in the Estate of Margaret D Pugh, late of the City of Nanticoke, Luzerne County, Pennsylvania, who died on November 2, 2001. All persons in-debted to said Estate are requested to make payment and those having claims or de-mands to present the same without delay Su-sam Bayer, Executrix, c/o Stephen B. Killian, Esquire, 345 Pierce Street, Kingston Penn-sylvania, 18704

STEPHEN B. KILLIAN, ESQUIRE 345 Pierce Street Kingston, PA 18704 ESTATE NOTICE

NOTICE IS HEREBY GIVEN that Letters Testamentary in the Estate of Margaret McGowan, (died Nov. 6, 2001) late of the Bor-ough of Edwardsville, Luzerne County, Penn-sylvania, have been granted to Shirley Bogumil.

All persons indebted to said Estate are re-quested to make pay-ment and those having claims are directed to present the same with-out further delay to the Executors, C/O:

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

BID NOTICE

Virazon Properties, Inc. A.K.A. Dallas Mobile Home Park, Route 309 Dallas, is now taking bids for snow plowing and salting. All bids must submitted be in writing and sent to Virazon Properties Inc. TTV-6, Factoryville, PA 18419. Please call for specs &additional information, (570) 945-3123

Lost & Found 220 FOUND CHANGE PURSE Vicinity of Dallas Post Office on Saturday Dec. 1. Call 675-2340

Special Notices 240 FREE TO

SCHOOL/YOUTH GROUPS Books of advertising art drawings and sheets of blank paper, approx. size of newspaper page. Call the Dallas Post 675-5211

Travel



ADMINISTRATIVE ASSISTANT

Harcourt Learning Direct, a Thomson Company, the world's largest accredited provider of offsite career training and degree programs is currently seeking an experienced Administrative Assistant with a solid generalist background to provide support to a diversified management team. Must have a minimum of 5 years experience in Microsoft Office, including Excel spreadsheet development. Experience with numerical data entry required, background in accounting a plus. Excellent written, oral and people skills are a must as well as the ability to work independently in a multi-team environment.

This position offers a comprehensive salary/ benefits package. For immediate consideration, please send your resume including salary history to:

> **Harcourt Learning Direct** ATTN HR 925 Oak Street Scranton, PA 18515 or Email bmichel@harcourt.com (No phone calls please)



M/F/D/V

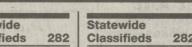
Love local news?

reporter/copy editor who thinks local news is as important as world events. We're looking for someone who has an interest in the Back Mountain, can write clearly and meet deadlines, and is able or willing to take photos and work with newspaper computer programs.

Prior newspaper experience is not necessary. This is a full-time position, although a dedicated part-timer will be considered. Ideal candidates will know their way around the Back Mountain, have general knowledge of how government works, and be curious about what people do and why they do it. Regular assignments include evening meetings and feature stories about interesting people, organizations or events. You'll help

If you think this might be a good spot for you, stop by our office and fill out an application (bring a resume), or write:

The Dallas Post 607 Main Rd., Dallas PA 18612 You may also send an e-mail to: dallaspost@leader.net



NURSING ADMINISTRATIVE MANAGER

Community Medical Center is seeking a highly motivated and accomplished professional to provide clinical and management leadership for a part time night shift position as a Nursing Administrative Manager. The successful candidate will be a RN, licensed in PA, BSN preferred, and have a minimum of 5 years experience in acute care nursing, including experience as a Charge Nurse, Team Leader or Nurse Manager. Demonstrates ability to plan, organize, direct and monitor hospital operations during the specific tour of duty. Candidate must also possess excellent verbal, writing, interpersonal, and organizational skills. To express your interest please submit resume to:

CMCHS

Human Resources 1800 Mulberry St. Scranton, PA 18510 or FAX to (570) 969-8640 We are an equal opportunity employer

NURSING OPPORTUNITIES

The Bloomsburg Hospital has an immediate opportunities for Registered Nurses for:

OB: 3PM-11PM and 11PM - 7AM. FT/PT MED-SURG: 3PM-11Pm, PT position.

ER: Weekends

Recently enhanced salaries and we offer substantial differential rates for 2nd and 3rd shifts with greater differential on all weekend hours worked Full-time fringe benefits include paid health, dental

and life insurance, paid time off for vacation, sick and holiday / personal and pension plan.

Part-time fringe benefits include participation in health insurance, paid time off for vacation and holiday / personal benefits.

Please send or fax resumes to: The Bloomsburg Hospital PERSONNEL SERVICES 549 E. Fair St., Bloomsburg, PA 17815 (570) 387-2103 / FAX: (570) 387-2434 EOE / M-F-H-V

DRIVERS

The TIMES LEADER is looking for 2 P/T Drivers to assist our Circulation Department. Early morning flexible hours (incl. weekends) that don't interfere with your full-time responsibilities

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- Assisting with the trucking operation

You must be reliable. Experience in handling lift gates and heavy loads preferred, but we will train the right people.

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Pre-press Operator - Full Time -

We are currently seeking a motivated desktop publisher to fill an opening in our Pre-Press Department.

Duties include electronically paginate and print editorial and commercial products. Layout and produce pages for special sections.

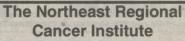
Candidate should have knowledge of Quark Express and PhotoShop. Multi Ad or any other page layout software skills are helpful. You must be able to work a flexible schedule including evenings, weekends and some holidays.

Submit or Fax resume to:

TIMES LEADER

15 North Main Street, Wilkes-Barre, PA 18711 Attention Jim Black Pre Press Manager Fax (570) 829-7197

We are an equal opportunity employer, committed to diversity in the work place



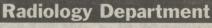
is a non-profit, community based network work-ing to address the challenges of cancer in Northeast Pennsylvania through support of a regional cancer registry and a cancer epidemiology re-search program. NRCI is currently accepting applications for several positions.

Cancer Epidemiologist- The successful candidate will have a Doctoral Degree in Chronic Disease Epidemiology, excellent writing skills, and 3-5 years experience with data analysis. She/He will be responsible for design and conduct of epidemiologic studies, data analysis, and drafting technical reports, manuscripts and grant applica-

Data Analyst-The successful candidate will have a Master's Degree in a relevant area, and 3-5 years experience analyzing epidemiologic data on a PC. Responsibilities include primary analysis of epidemiologic data and assistance in preparing reports. The candidate should be familiar with SPSS, SAS or EGRET.

Technical Writer-The successful candidate will have a Bachelor's Degree and 1-3 years experience with scientific or medical writing. Responsibilities include drafting research reports, manuscripts for submission to peer-reviewed journals, and grant applications. Candidates should submit a writing sample.

Interested candidates should submit a letter of interest, curriculum vitae and names of three references to Vice President-Administration, Northeast Regional Cancer Institute, P.O. Box 3234, Scranton, PA 18510-4234. Fax: 570-941-7979. Email: careers@nrci.org E.O.E.



The Bloomsburg Hospital has an immediate position for a full-time RADIOGRAPHER to staff a 11AM-7PM shift with every other weekend and rotating holidays. Must be A.R.R.T. certified or ble therefor

, a full-time ULTRASOUND TECHNICIAN to t a 7:30AM-3:30PM shift. Weekends off, or every fourth weekend. Registered or registry ently updated fringe benefit package to ine paid health, dental and life insurance, paid off for vacation, sick and holiday / personal pension plan. oplications can be obtained at the Personnel Department or send or fax resumes to: The Bloomsburg Hospital PERSONNEL SERVICES 549 E. Fair St., Bloomsburg, PA 17815 (570) 387-2103 / FAX: (570) 387-2434 EOE / M-F-H-V

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Apply 102 Martz Manor Plymouth, PA 779-4570

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LIVING ADMINISTRATOR The successful candi-

date will hold a current PCH license and possess top quality customer service skills marketing experience and working knowledge of Alzheimer's/Dimentia unit necessary. please fax resume to: 888fax resume 647-5987 M/F/D/V

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> > E-mail: hr@parentenet.com