

**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 ad 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.

**OPEN the DOOR to YOUR FUTURE!**  
See yourself in a new career, achieving the success you want and deserve. Harcourt Learning Direct holds the key.

As a Professional Telephone Agent with Harcourt Learning Direct, you will receive a starting rate of **\$8.50 per hour**. After six months, earn up to **\$10.00 per hour**. Prove yourself as a top agent and earn up to **\$14.00 per hour** and possibly more.

You'll be a Professional Telephone Agent for Harcourt Learning Direct. Answer calls from people throughout the country who are looking to start or advance in their present job, or call people who contacted us on our educational programs. Plus, you'll have an opportunity to work on other exciting projects for the Harcourt family of companies.

You'll also receive these outstanding benefits:

- Paid Training
- 401K Retirement Plan
- Paid Holidays/Vacation
- State of the Art Call Center
- Opportunity for Advancement
- Free On-Site Parking
- Health Insurance
- Paid Life Insurance and AD&D
- Tuition Reimbursement Opportunities
- Harcourt Programs

Build Your Career While Helping Others Advance Theirs!

The ideal candidate will possess excellent communication and organizational skills, the ability to work independently, lots of energy, and a sincere desire to succeed.

For consideration call  
**(570) 961-4838**  
Weekdays 9:00 AM to 9:00 PM  
Feel free to stop by any weekday between 9:00 AM and 5:00 PM

**Harcourt Learning Direct**  
A Thomson Company  
925 Oak Street-Dept. TMST  
Scranton, PA 18515

EOE/AA M/F/D/V

**DATA PROCESSING/CUSTOMER SERVICE REPRESENTATIVE**

United One Resources is a cutting edge company servicing the lending industry. This is an excellent opportunity in our Wilkes-Barre office for an energetic individual or recent college graduate seeking a full-time position. In this position you will acquire expertise in presentation, computer, phone, financial and legal fundamentals while working in the field of real-estate. Candidate must possess a positive attitude, have excellent customer service skills, and be willing to learn. Position offers a competitive benefits package along with a casual work environment. For consideration, please send salary history and resume to:

**United One Resources, Inc.**  
P.O. Box 390  
Wilkes-Barre, PA 18702  
Fax: (570) 824-7180  
Email: lgarner@unitedonerresources.com

**DIRECTOR OF PRIMARY CARE**  
*Hospital Based Multi-Site Network*

Community Medical Center has an immediate opening for a **Director of Primary Care**. In this position you will be responsible for the direction, supervision and coordination of operational, administrative and financial activities. Requires experience in medical billing (including Medicare Part B), accounts receivable management, budgets, human resource management, physician contracting, day-to-day operations, medical computer systems, managed care and revenue enhancements/expense reduction. Previous experience in physician practice management required. Master's degree preferred. To express your interest please submit resume to:

**CMCHS**  
**Human Resources**  
1800 Mulberry St.  
Scranton, PA 18510  
or FAX to (570) 969-8640  
Phone: 969-8100  
*We are an equal opportunity employer*

**COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM**

**LUZERNE CO. HEAD START, INC.**

We are looking for **Qualified and Motivated candidates to join our Early Head Start Team!**  
Full Time positions available in Luzerne County.

**Nurse Educator-Wilkes-Barre/West Side areas**  
**Program Assistant-Wilkes-Barre**  
**Family Educator-Hazleton**

2 Family Educators-Wilkes-Barre/West Side areas  
Temporary positions thru September 2002.  
For details visit our website at [www.lchs.hsweb.org](http://www.lchs.hsweb.org)  
Salary is commensurate with experience  
Generous benefit package with:  
Paid College Tuition, Training Opportunities;  
Paid Holidays, Personal & Vacation, Health Ins.  
**SIGN ON BONUS FOR BILINGUAL (Eng/Sp) CANDIDATES**

Send Resume & Letter of Interest by **January 2, 2002** to:  
**EHS Program Director**  
Luzerne County Head Start, Inc.  
P.O. Box 540, Wilkes-Barre, PA 18703-0540  
E.O.E. M/F/V/H NO PHONE CALLS

**SCHOOL PSYCHOLOGIST**  
Elementary & secondary level, NY certification required, resume and letter of intent by January 2, 2002, to:  
**Susquehanna Valley School District**  
Dawn Shannon  
P.O. Box 200 Conklin, NY 13748

**TRUCKING NEEDED IMMEDIATELY**  
Latona Trucking will be hiring experienced operators and off road truck drivers for immediate local work. Competitive package with steady work. Please apply to:  
**Latona Trucking, Inc.**  
620 South Main St.,  
Pittston, PA 18640

**COMMERCIAL UNDERWRITER**

Penn Millers Insurance Company, a progressive industry leader, is currently seeking a Commercial Underwriter. Successful candidate must possess a Bachelor's degree or equivalent experience, 3-5 years commercial underwriting experience along with PC skills, including Microsoft word. We offer a competitive salary and comprehensive benefit program. Interested applicants may e-mail resume to:  
**pstaples@pennmillers.com** or fax to 829-2060

**CHIEF EXECUTIVE OFFICER**

LUN Data, Inc., member owned bank data processing company founded in 1982 and located two miles east of Lewisburg, PA, is seeking a Chief Executive Officer. LUN Data Provides core item and bank account processing, and other shared services to 13 small and medium sized banks operating in Pennsylvania with combined assets of over \$1.4 Billion.

Qualifications include: a B.S. or B.A. degree in business, technology or a related field as well as strong and proven leadership and management skills; proficient interpersonal and sales skills to market and develop service offerings for prospective clients in order to provide growth; knowledge of NCR, UNIX environment utilizing Kirchman Bankway software; knowledge of imaging services, telecommunications issues and PC network management. Minimum ten (10) years related experience. Competitive salary, benefits, and incentive program commensurate with experience.

Submit a resume & references to:  
**Sara C. Williams,**  
Executive Vice President  
**I.R. Webber Associates, Inc.**  
P.O. Box 596  
Hollidaysburg, PA . 16648  
E.O.E. M/F/D

**PRODUCTION**  
Full Time 2nd and 3rd shift. Long Term employment. Good starting rate. Excellent Benefits.  
Apply:  
**Integrity Seal International**  
1 Geale Ave.  
Wilkes Barre, PA. 18705  
No phone calls please.  
*We are an equal opportunity employer*

**PLACE AN AD IN THE DALLAS POST**

**ACTIVITIES AIDE**

*Holiday Activities*

Creative, Energetic & Reliable person needed in activities

- Full Time
- Flexible Schedule

**Highland Manor Nursing Home**  
Call 655-3791

**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

**KLIN CANDY CO.**  
WHATEVER IT TAKES  
SINCE 1915

**IMMEDIATE OPENINGS**  
\$35,000 + income

MotorWorld Preowned is looking for a few great people to build on our success. Qualified individuals will receive full training with salary, paid vacation, 401(k), full medical and dental benefits. **NO EXPERIENCE NECESSARY.** Must have a neat appearance professionalism is essential! Apply in person Monday thru Saturday 9am-1pm. Ask for Steve Farrell.

**MotorWorld**  
Your road to total satisfaction.  
**PRE OWNED**  
150 MotorWorld Drive, Wilkes-Barre  
*We are an Equal Opportunity Employer*

**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*

**SINGLE COPY DISTRIBUTORS**  
Scranton/Lackawanna County  
The **TIMES♦LEADER** is looking for buy/sell agents  
*This is a very profitable business opportunity.*

- \* **Timely distribution of 500-700 Times Leader papers and other paid products to stores and vending machines**
- \* **Distribution of our alternative products to stores located on your route (Homes Magazines, Weekender, Careerpath)**
- \* **Responsible for weekly collections from your stores and vending machines**
- \* **Increasing sales and improving placement of our products**

Routes average \$25,000 to \$30,000 per year. There is great potential for growth throughout our market. Increase your profits immediately! You must have a cargo van or vehicle capable of hulling bulk bundles of our products.

**Call Don:**  
**(570) 829-7269**

**Pre-Press Department TYPESETTER**

There is a full time opening in the Pre-Press Department for a Typesetter.

The ideal candidate will be a creative person who will be responsible for setting advertising copy and designing layouts for retail advertising and/or Homes magazines. The ability to troubleshoot ads that are provided electronically is necessary. A working knowledge of Macintosh based system with experience in ad layout programs a must (Multi-Ad and Quark Xpress preferred). Some knowledge of PhotoShop and Illustrator helpful. Must have good typing skills and attention to detail.

Availability to work a flexible schedule including evenings and some weekends is required.

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 workplace*

**GREATER HAZLETON HEALTH ALLIANCE**

Hazleton General Hospital    Hazleton - St. Joseph Medical Center

These positions are currently available at Hazleton - St. Joseph Medical Center Campus.

**RESPIRATORY TECHNICIAN**

Part time position (245 hrs/wkDay / nigh shift rotation, alternating week-ends. Must possess CRTT/RRT with PA credentials. Previous respiratory experience preferred, but not required.

**EMERGENCY ROOM RNs**

Minimum of 1 year critical care experience and ACLS certification required. Our ER RNs enjoy a staffing level that minimizes mandatory overtime. Excellent salary, ER differential, and CEN differential available to qualified applicants.

Resumes may be forwarded to:  
**Human Resources Dept.**  
**Greater Hazleton Health Alliance**  
687 North Church St, Hazleton, PA 18201  
Or e-mail in Word format to:  
**ldeffley@ghha.org**

**CLERICAL**

**HNB Mortgage** a division of the Honesdale National Bank has a part time clerical position available  
Duties include, filing, copying, faxing, and other general office responsibilities. Approximately 20 hrs. per week flexible schedule.  
Please call HNB Mortgage at 826-1800 to arrange for an interview. EOE M/F/D/V

**AUTOMOTIVE SERVICE MANAGER**

We are in need of a take charge, "can do" service manager. This is an excellent oppoty. for someone who knows the numbers end of the service dept. and who knows how to increase R.O. sales. You will be responsible for taking this service dept. to "the next level". WE have a beautiful facility, great customer base and a product line that continues to grow. We are a strong company looking to continue our growth. Call Charlie Duh at 570-829-6500 or 610-398-9100 for a confidential interview.

**BENNETT**  
OF WILKES-BARRE

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