

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.

The Dallas Post

Call (570) 602-0167 For Local Pros

LOCAL PROS

Deadline:
Wednesday, 5:00 p.m.

APPLIANCES

REFRIGERATION PARTS
Refrigerators • Freezers • Air Conditioners
All Makes • Cold Controls • Fan Motors
Relays • Defrost Timers • Door Gaskets
Bring in model # and old part.
APPLIANCE PARTS & SUPPLY
936 Market Street, Kingston

DANCE LESSONS

COUNTRY WESTERN DANCE LESSONS
for Beginners
Dupont Fire Hall, Dupont, PA
All Ages Welcome
AFTER LESSON DANCE UNTIL 11 P.M. \$4 PP
Sponsored by Anthracite Rose Dance Club
You DO NOT Need a Partner!!!

LEGAL

NO FAULT DIVORCE
PAYMENTS OK, LOW FEE
PROMPT SERVICE
ATTORNEY DELANEY
735-3950

Plumbing & Heating

R.A. Kemmerer & Son
Plumbing and Heating
Coal/Gas/Oil heating Installation/Repair
Water Heaters, Kitchens, Baths, Small/Large Repairs
Free Estimates. Licensed/Insured
Over 35 Yrs. Exp. Call (570) 823-3656
Special Multi-Property Discounts

AUTO BODY REPAIR

GIADOSH ENTERPRISES
Complete Auto Body Repairs
1644 Murray St., Forty Fort
Complete Collision On All Makes & Models
Established 1975
FREE ESTIMATES
287-4895

DRY CLEANERS

Steven's Town & Country Cleaners
Country Club Shopping Center, Dallas
Shirts Laundered • Draperies and Household Items
Fine Dry Cleaning • Alterations • Wedding Gown Specialist
Suede • Leather • Fur Cleaning
675-0468
Mon.-Fri. 6:00 a.m.-7:00 p.m. • Sat. 8:00 a.m.-4:00 p.m.
Over 20 Years In Business

MUSIC INSTRUCTION

Piano • Keyboard • Guitar • Base
LESSONS IN YOUR HOME
QUALIFIED TEACHERS • REASONABLE RATES
457-2886

Put Your Ad Here For Only
\$5.70 Per Week
Call 1-800-273-7130

AUTO

Back Mountain Auto Specialists
149 N. Main St., Shavertown
Dave Spurlin
(Formerly Dallas Exxon) **675-3336**

GLASS

We Do It All!
Auto • Commercial • Residential
596 Carey Ave., Wilkes-Barre
822-8133

PAINTING

PARADISE PAINTING
All exterior painting. Power Washing;
Decks, Foundations, Chimneys & Gutter cleaning
Lowest Prices Guaranteed.
Over 25 Years Experience. Free Estimates
CALL today 954-2531

TILE

FRIAR GLASS & TILE
Bathroom • Kitchens • Sunrooms
Shower Doors • Custom Mirrors
268-270 Main Street
Luzerne, PA
(570) 287-2174
HOURS: Mon.-Fri. 8:00-4:30 • Sat. 9-12

BUILDING & REMODELING

MASTERCRAFTS Home Improvement
Quality Home Improvements at
Affordable Prices! 883-3831
Kitchens • Baths • Doors • Windows • Roofs • Decks
Siding • Drywall • Stucco • Painting & More!

HOBBIES & COLLECTIBLES

Joese & Bows
123 River Rd. TUFT TEX COMPLEX
PLAINS, PA
(570) 822-9088
A GREAT SELECTION OF quality toys, hobbies, & collectibles
Thomas the Train, First Gear, GI Joe, NASCAR Construction
Die Cast, Old Time Collectible Toys, Gund Plush, Barbie
Collectibles at lowest area price.
Gift Baskets made to order for all Occasions!

C & M PAINTING

Interior • Exterior • Wood Work Staining
Decks • Patch Work
FREE ESTIMATES 457-2886

Put Your Ad Here For Only \$5.70 Per Week
Call 1-800-273-7130

CONSTRUCTION

CHARLES BUILDERS
Professional Carpentry • Roofing • Siding
Replacement Windows • Tile • Electrical Plumbing
Kitchen • Baths • Repair Work
"NO JOB TOO SMALL" **696-2191**

PHOTO DEVELOPING

BEST QUALITY PHOTO
Hours: Mon. Thru Fri. 8:30 a.m. to 6:00 Sat. 10:00 to 2:00
"It's Not Just Our Name It's Our Promise"
Providing quality photo finishing service, cameras, film, frames & accessories.
• 1 Hour photo processing • choice of paper and sizes • choice of free enlargements or
2nd set of prints with each 35 mm roll process • photos on CD • photos on disc
• photos on line • photo e-mail service • digital prints of photos, files or e-mail "from
stamp" through 11x14 on site
624 MARKET ST., KINGSTON (570) 283-8000

UPHOLSTERY

MAZURS REUPHOLSTERY
Sofas • Kitchen Sets • Chairs • Boat Seats, Etc.
Free Estimates & Delivery
"We're Here To Serve You Better"
R.D.#4 Dallas • **639-1721**

Help Wanted 270 Help Wanted 270

**PURCHASING
MANAGER
MATERIALS
MANAGEMENT**
Community Medical Center
is currently seeking an experienced materials management professional. The successful candidate will assist planning, developing strategies and lead the daily operations for all aspects of Materials Management. The ability to succeed in a very fast paced and high energy environment is necessary. BS with a minimum of 5 years experience in healthcare materials management required. We offer an excellent salary and attractive benefits package. To express your interest, please submit your resume or application to:
Human Resources, CMCHS
1822 Mulberry Street
Scranton, PA 18510
or FAX to (570) 969-8640
We are an equal opportunity employer

Help Wanted 270 Help Wanted 270 Help Wanted 270

THIRD PARTY ADMINISTRATOR
Join a well-established progressive insurance firm to work with bright people in a pleasant, invigorating atmosphere. Primary responsibilities include the overseeing of Third Party Administration of Claims.
• Handling mostly workers compensation claims but includes a small amount of automobile, general liability and property.
• Working with Law Firms on litigated claims.
• Working with employer, employee and medical providers.
• Low ratio of open claim so quality work may be performed.
Must be a self-starter, well-organized person with good communication skills, both verbal and written with the ability to deal with people. Must be self-directed and able to make decisions and effectively bring issues to a close. A minimum of three years experience is required.
We offer a competitive salary and benefit package, which includes: Health, Life, Disability and Pension Plan.
Would prefer candidate to move to Northeastern PA; which is a great place to live: low crime / nice environment, however, if relocation is not possible; we have a branch office in Phoenixville, Pa and Lambertville, MD that you could work from.
If you are ready to join a team where your contribution will make a difference, send resume to:
P.O. Box 1107
Scranton, PA 18501

Help Wanted 270 Help Wanted 270 Help Wanted 270

Guaranty Bank
INCORPORATED AS SUNBANK
Guaranty Bank, incorporated as SunBank, a \$992 million community-based financial institution, has an immediate part-time opening and is accepting resumes for the following position:
CUSTOMER SERVICE REPRESENTATIVE
Pikes Creek Office
Responsibilities include managing a fund of cash, processing customer transactions and assisting with appropriate products and services. Prior bank experience is not required.
The ideal candidate must:
• Possess a friendly personality
• Possess excellent written and oral communication skills
• Possess basic computer skills
• Possess a thorough knowledge of all bank products and services
• Be self-motivated
• Be able to adjust to a flexible schedule
We offer an excellent compensation package, designed to reward your achievement, and a competitive benefit package including Profit Sharing and 401k, medical, dental, vision and prescription insurance.
EOE/M/F/H/V
\$400 Sign On Bonus
Interested individuals should send a resume indicating reference number, along with salary requirements to:
Human Resource Department
Reference # 01/071
90 Maynard Street
Williamsport, PA 17701

H.C.S.C. INDUSTRIAL LAUNDRY

\$250.00 Sign-On Bonus
Upon successful completion of probation.
2nd Shift Production Positions Available
Starting Rate
\$7.60/hr.
Production Hours:
4 p.m. to Midnight
Overtime Required
Excellent Benefit Package
\$35.00 Monthly Attendance Bonus
Pre-placement drug screen required.
Applications accepted Mon-Fri.
8:00AM - 4:30 PM
H.C.S.C. Laundry (Beside the Armory)
R310 Market St., Kingston
NO PHONE CALLS PLEASE. E.O.E.

SHIPPING & RECEIVING CLERK

Chamberlain Mfg. Corp. seeking General clerical support for the Shipping & Receiving Department including data entry, typing, filing, records maintenance and answering telephones. Prepares shipments for Federal Express, reconciled incoming FedEx packages piece count with packing slip, maintains necessary documentation for all shipping and receiving transactions, enters data for purchase orders, receiver cards, truck shipments, freight bills, etc.
High school diploma plus post secondary training in business and/or data entry skills. Minimum 2 years clerical experience in industrial office environment. Good computer skills, organizational skills and ability to follow directions.
Please send resumes to:
HR Manager
Chamberlain Mfg. Corp.
156 Cedar Ave., Scranton, PA 18505
EOE M/F/H/V

PLACE AN AD IN THE DALLAS POST

STABLE HELP
for large horse farm. FT/PT & weekend positions avail. Call for more info. 333-2276

IMMEDIATE OPENINGS
PRN Positions Avail. - Wilkes-Barre, PA (Flex-shifts)
Fed. Occupational Health Clinics
Current:
• Last 2 yr. Exp. in OH clinic or Public health / community health
• Outpatient clinic
• School nurse
• Physician office nursing
• Emergency Room
Current RN License & CPR / AED Cert.
****Competitive Salary****
MBC, Inc.
Fax Resume: (210)734-4329
E-Mail: cbenjam@mbcsatx.com

BOROUGH MANAGER / JOINT SEWER AUTHORITY MANAGER
The Borough of Berwick, Columbia County, Pa. is seeking qualified applicants for the position of Borough Manager / Sanitary Authority Manager. The Borough Manager serves as Authority Manager under a contract between the Borough and Regional Sewer Authority. \$12.2M combined budget. Minimum requirement Bachelor's Degree in Public / Business Administration / Related Field. Prefer MPA/MBA. Minimum 3 years local government experience at department head or higher. Strong financial management, budgeting, labor negotiations, communication, writing, and overall management skills important. Residency requirement within 6 months, excellent benefit package, salary \$40,000-\$50,000. Send resume and professional references to:
Borough of Berwick,
344 Market Street, Berwick, PA, 18603 by 01/18/02.
The Borough of Berwick is an EOE.

SISTERS OF MERCY
Has the following positions opening:
Director Of Communications
The Director of Communications is responsible for the internal and external publications of the Dallas Regional Community. As a spokesperson for the regional community, the director is in contact with the sponsored works of the regional community, various administrative committees, networks and the Institute of the Sisters of Mercy of the Americas. The director sees to the preparation and dissemination of news and information about the regional community in whatever forum is appropriate and provides for the communication needs of the administration of the Dallas Regional Community.
Qualifications
• Strong writing, editing and organizational skills
• Ability to work well with deadlines and multiple tasks
• Proficient in all aspects of computer literacy: PC based-Windows 2000, NT, Word Perfect 10, Pagemaker 5.0 and 6.52, Corel 10, and Front Page
• Internet literacy and web design necessary
• Bachelor's degree required; master's degree preferred in public relations, communications, or a related field
• Involves communication with community members, news media personnel, photographers, printers
• Some travel is necessary
• Writing samples and portfolio required
Benefits include paid health, vision, sick & vacation time, personal days, tuition reimbursement & pension plan. Interested applicants should fax resume to 674-3132 or please call 675-2131 ext. 378, or email to: mshr@epix.net
Resumes accepted no later than Jan. 18th, 2002