

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.

Auctions 205 Auctions 205 Auctions 205

COMPUTER AUCTION
19" Monitors & much more!
Ashley PA, 43 S. Main Street
Directions: At The Auction Company Facility. From I-81 Exit 44 onto Rt. 29. Exit 1 from Rt. 29. Make a right go 1 mile, Auction house on your left.
Thursday March 11th, 6:20pm, Preview 5:20pm.
New IBM PII & III Computers, Accessories: Pentium Chips, Monitors, cases, speakers, logics, sound cards, hard drives, memory, mice, keyboards, CDs. Inventory subject to change.
www.kevstoneauctioneers.com. Terms: CASH, VISA, MC, CHECK
Jim Chamberlain PA #AU-003486-L
Chris Gerould PA #AA-002682-L
Asset Recovery For Hospitals, Educational facilities & Computer Companies
2100 Reach Rd. Williamsport, PA 17701
1-800-784-1100 Fax 717-329-1055

Help Wanted 270 Help Wanted 270 Help Wanted 270

EARN WHAT YOUR'RE WORTH CONSIDER REAL ESTATE SALES
Discover what a career in real estate sales with a member of the Century 21 System can offer you. Join us at a career information seminar. CALL TODAY to reserve your place. 714-6107
DATE: WEDNESDAY, MARCH 13
TIME: 6:30 PM
PLACE: Century 21 Ruth K. Smith Inc. 303 Market Street, Kingson

SERVICE WRITER
Electric City Harley-Davidson is looking for an experienced service writer, would prefer someone with motorcycle related experience. Should have knowledge of windows operating systems, be customer friendly, willing to learn and be able to work as a team player. Previous motorcycle parts or motorcycle mechanic experience would be a plus. We will train. Excellent benefit package. Applications will be accepted starting March 6, 2002 through March 12, 2002, 9am-5pm at:
Electric City Harley Davidson/Buell
215 Hickory St.
Scranton, PA 18505

DIRECTOR OF SERVICES HOME HEALTH AGENCY
Immediate opening for a full time RN with a minimum of 2 years supervisory and home health experience. Must have current PA license and knowledge of State regulations and Joint Commission Accreditation. Computer experience a plus. Competitive salary and benefits. Please send resume to:
Tyler Home Health
880 DR 6 W
Tunkhannock, PA 18657
(570) 836-1640
Fax (570) 836-6415
Email: look@epix.net
EOE

PERSONAL CARE ASSISTANTS
Are you interested in helping an elderly or disabled person stay at home? If so, we have part time, flexible schedules available. Duties will include a variety of personal care and related in home service activities. We are able to accommodate any type of work schedule. Training will be provided. Applicant must have a valid drivers license and own car. Mileage paid. Fringe benefit package. Call for interview. 826-0510. Equal Opportunity Employer.

DIRECTOR OF PERIOPERATIVE SERVICES
Hospital in Northeastern Pennsylvania is seeking a Director of Perioperative Services.
This key position is responsible for the management of the Operating Room, Post-Anesthesia Recovery, Surgical Short Procedure and Pre-Admission Testing. Candidates must possess the leadership ability to effectively manage a fast-paced surgical environment. The ability to communicate with perioperative staff, medical staff and support departments is essential.
Reply with resume and salary requirements to:
BOX 3290
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711-0250

RETAIL ADVERTISING ACCOUNT EXECUTIVE
THE TIMES LEADER Retail Advertising Department is seeking a self-motivated individual to fill the position of Retail Advertising Account Executive.
Responsibilities Include: Make sales calls and service advertising accounts in a local territory; establish rapport with business owners and managers; serve as a media consultant making presentations and using research, surveys and other demographic information to help accounts grow their business. Exceed revenue goals.
The ideal candidate must be self-motivated, goal driven, aggressive, ambitious, have excellent communication skills, thrive on competition; work well under deadline pressure. Newspaper and other media sales experience desired. Other related sales experience will be considered. Must have proven track record of success. College graduate with degree in advertising, marketing or other related field preferred. This full time position offers an excellent benefit package.
To apply, send resume and cover letter to:
Claire Schechter
Retail Advertising Manager
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711
We are an equal opportunity employer committed to diversity in the workplace.

LEGAL SECRETARY
Workmen's Compensation and Personal Injury
1 to 2 yrs. experience & knowledge of Word Perfect required. Good benefit package includes medical, dental and prescription.
Send resume to:
Sue Greenfield
HOURIGAN, KLUGER & QUINN
700 Mellon Bank Center
Wilkes Barre, PA 18701

MAINTENANCE WORKER
H.S. Diploma/GED with general working knowledge of electrical systems, plumbing, masonry operations and commercial painting; Craftsman's ability in the carpentry trade. FT, 37.5hrs/wk, Temporary thru August 2002, \$9.83/hr. Excellent Benefit Package. Send letter of interest with experience by March 5, 2002, to Executive Director, Luzerne County Head Start, Inc., P.O. Box 540, Wilkes-Barre, PA 18703-0540. Visit our website at www.lchs.org for more details. **NO PHONE CALLS. E.O.E. M/F/V/H**

CUSTOMER SERVICE
A growing local company is presently seeking applicants for customer service positions. These positions start at \$7.75 per hour and offer a pay increase, as well as a full benefit package, after 90 days. The hours are Monday through Friday, 8:00AM to 4:30PM, and the working conditions are comfortable. Applicants must be dependable and possess good communication skills and some computer experience.
Send resume to:
BOX 3265
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711
EOE

FULL TIME PARTS ACCESSORIES PERSONNEL
Electric City Harley-Davidson is currently looking for the above positions. We will be accepting applications through March 16, 2002. Knowledge of Motorcycle parts & accessories, Windows based computer systems and exceptional customer service skills a plus. Excellent benefit package.
Please apply at:
215 Hickory Street
Scranton, PA

JR. BUYER
Requires minimum 5 yrs exp. in sourcing, negotiating expediting, & purchasing of raw materials & MRO items. Must be multi-tasking, take charge individual w/good organizational skills. Must function well in a team environ. Exp. w/Office 2000 a must. Knowledge of Act 2000 and MAS90 is a plus. Salary is commensurate w/ exp.
Please send resume to:
Wilkes Pool Corp.
P.O. Box F
Mifflinville, PA 18631

DALLAS SCHOOL DISTRICT
Immediate opening available maintenance Department.
HOUSEKEEPER
Part time position 20 hours per week. Position offers paid holidays & sick time. Uniforms, retirement. \$9.08 per hour.
Send letter of interest, application, Act 34 & 151 To Mr. Mark Kraynack, Supervisor of Buildings & Grounds Dallas School District, PO Box 2000, Dallas, PA 18612.
Deadline: March 8, 2002 EOE

RN/LPN
3-11/11-7 LTC/Hospital
Earn up to \$36/hr.
• Flexible Schedules
• Block Time
• Vacation, Birthday, Bonus
• Immediate Work Available
• Incentive Programs
Call Pam Today 287-4650
NURSTAT

PROFESSIONAL TELEPHONE AGENTS
As a Professional Telephone Agent with Education 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...**
Answer calls from people throughout the country who are looking to start or advance in their present jobs., or call people who contacted us on our educational programs. Plus you'll have an opportunity to work on other exciting projects.
You'll also receive these outstanding benefits:
• Paid training
• 401(k) Retirement plan
• Paid Holidays/Vacation
• State-of-the-Art Call Center
• Opportunity for Advancement
• Health Insurance
• Paid Life Insurance and AD&D
• Tuition Reimbursement Opportunities
• Education Direct Programs

Build Your Career While Helping Others Advance Theirs!
The ideal candidate will possess excellent communication skills, the ability to work independently, lots of energy, and a sincere desire to succeed.
For consideration call
(570) 961-4838
Weekdays- 9:00a.m. to 9:00p.m.
Stop by any weekday between 9:00a.m. and 5:00p.m.
THOMSON
EDUCATION DIRECT
Formerly Harcourt Learning Direct
925 Oak Street - Dept. TMST
Scranton, PA 18515
EOE/AA M/F/D/V

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
COMMUNITY MEDICAL CENTER HEALTHCARE SYSTEM

PRINTING/BINDING
Experienced perfect binder operator needed for busy magazine printing company growing with plenty of work. Full time, 8 hour shift. Competitive wages & benefits. Call for information
Kappa Graphics
PH: 570-655-9681

STAFF ASSISTANT
PENNSTATE
Wilkes-Barre
Qualified candidates for this part time position at 25 hrs. per week are responsible for performing staff assistant work for the Office of Institutional Advancement, which may include preparing and processing of various forms and donor's gifts, composing and typing correspondence, coordinating travel and meeting arrangements, and overseeing daily work flow in the office. Candidates should have strong secretarial, computer, interpersonal, organizational and telephone skills and the ability to maintain confidentiality. Please send a cover letter and resume by March 8, to: Penn State Wilkes-Barre, Attn: Director of Institutional Advancement, P.O. Box PSU, Lehman, PA 18624-0217 or fax to 675-9241. AA/EOE

STAFF ASSISTANT
Penn State Wilkes-Barre
Qualified candidates for this part time position at 25 hrs. per week are responsible for performing staff assistant work for the Office of Institutional Advancement, which may include preparing and processing of various forms and donor's gifts, composing and typing correspondence, coordinating travel and meeting arrangements, and overseeing daily work flow in the office. Candidates should have strong secretarial, computer, interpersonal, organizational and telephone skills and the ability to maintain confidentiality. Please send a cover letter and resume by March 11, to: Penn State Wilkes-Barre, Attn: Director of Institutional Advancement, P.O. Box PSU, Lehman, PA 18624-0217 or fax to 675-9241. AA/EOE

REGISTERED NURSES
Tyler Memorial Hospital has immediate openings for Registered Nurses. Consider becoming part of our team to create a healthy community by providing patient-focused health care. Part Time and Full Time Positions in Medical/Surgical Department - 3:00 p.m. to 11:00 p.m. and 11:00 p.m. to 7:00 a.m. or ER full time day shift. Tyler Memorial Hospital also has openings in OB, OR, and ICU. Willing to train RNs interested in OB, OR. Tyler offers competitive pay and benefits. Please send Resume to:
Human Resource Department
TYLER MEMORIAL HOSPITAL
TUNKHANNOCK, PA 18657
880 SR 6W
Tunkhannock, PA 18657
EOE