

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

Fax Your Ad

For maximum convenience - 831-7312

Photo Classifieds



Ellamer. **REAL ESTATE**

20 words • 6 weeks

Help Wanted 270

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 nsertion 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.

Legals &

Public Services 100

Legals &

Public Services 100

NOTICE OF PROPOSED ADOPTION FOR MOTOR VEHICLE SERVICE STATIONS

Please take notice that a proposed Ordinance fir Motor Vehicle Service Stations was introduced by the Board of Supervisors of the Township of Dallas at a regular Board meeting held on the 7th day of May 22, 2002. Copies of the proposed Motor Vehicle Service Stations Ordinance proposed for adoption are on file in the office of Township Secretary, 601 Tunkhannock Highway, Dallas, PA., where they are available for inspection during regular office hours. Please take further notice that the Board of Supervisors intends to adopt the proposed Motor Vehicle Service Stations Ordinance on June 4, 2002. The proposed Ordinance is a s follows:

An Ordinance to regulate the location of Motor Vehicle Service Stations in the Township of Dallas, County of Luzerne, Commonwealth of PA and to amend the Zoning Provisions of the Dallas Township Code.

The proposed ordinance states:

1.) That Motor Vehicle Service Stations shall conform to the following requirement:
No two (2) motor vehicle service stations may be permitted within two thousand (2000) feet of each other along any street or high way right of way unless they are on contiguous parcels.

Help Wanted 270

BUS/LIMOUSINE

Experience the excitement of travel. Part time bus drivers

ment of travel. Part time bus drivers wanted, excellent pay, CDL with P endorse-ment required. Limo drivers exp. preferred but not necessary Ap-

Royal Bus Star Lines 191 N Cedar St Hazleton, PA 18201

TEACHER

Independent private preparatory school has opening 2002-2003 for a German language and social Studies teacher. 3 classes of each. Grades 9-12. BA/BS. Competitive salary and benefits. Call 570-636-1108, 8a.m. -4p.m.

Executive Secretary

Wanted for a temporary (term) position in the U.S. Attorney's Office in Scranton. Salary commensurate with experience. Call 570-348-2800 for a copy of the vacancy announcement, or log on to USA-JOBS at www.opm.gov Applications MUST be postmarked by May 20, 2002. Applicants subject to drug testing prior

to appointment. USAO is an EOE.

FIREFIGHTER No exp

nec. Exc. benefits wit paid training & relocatio for HS diploma grad ages 17-34. Call 1-800 242-3736 weekdays 8-6

KITCHEN ASSISTANT/ PT

Mature individual with some cooking experience wanted for a local Golf Club. Neat appearance and must be able to interact with customers. Good pay for the right person. call Lou at 868-4653

MAINTENANCE

BANQUET SET-UP

EDUCATION

Nancy Y. Balutis, Assistant-Secretary-Treasurer

ESTATE NOTICE In the ESTATE OF VIRGINIA R. MAJOR, late of the Township of Kingston, County of Luzerne, Commonwealth of Pennsylvania, who passed away on April 7,

LETTERS TESTAMENTARY In The
above-named Estate
have been granted to
PHYLLIS M. BILLINGS and LARRY A.
MAJOR. All persons
having claims against
the Estate of Virginia R.
Major, the said decedent are requested to
make payments without
delay to Phyllis M. Billings and Larry A. Major,
co-Executors, c/o Helen
R. Vanston, Esquire, 70
Hollowcrest Road,
Tunkhannock, Pennsylvania 18657

Helen R. Vanston,

PA Cleanways-State is seeking proposals for the removal of trash, large appliances & tires from 4 sites in the Lehigh Gorge Area Some excavation is required. Site review is may 28th 2002 at 10 a.m. Meet at the Hickory Run state park office on Rt. 534 Specifications will be distributed at this time. Site review is manda-

ARTICLES OF INCORPORATION
NOTICE IS GIVEN that Articles of Incorporation for ROBERT PUCHALfor ROBERT PUCHAL-SKI, INC., were filed with the Department of State, Commonwealth of PA. The corporation has been incorporated under the provisions of the Business Law of 1988. MATTES & MATTES,P.C.

NYC WEEKEND

Help Wanted 270 **ACCOUNTS PAYABLE/** PAYROLL CLERK

Medical Clinic seeks to fill full time position.
Responsibilities include A/P, Payroll, Inventory, Purchasing & Cash Balances. Must have experience in medical setting & working knowledge of Microsoft ting & working knowledge of Microsoft Office. Please send re-

PIZZA BAKER sume to: Personnel Director Experienced. Full time.
CHECKER BOARD INN Riverside Rehab Center 220 S. River St Plains, PA 18705 E.O.E. M/F/D/V ask for Mike 696-4545 between Wed & Sun. after 2:00 p.m.

CARPENTERS/LABORERS

PRINTING
Art print, a premium quality, full color printing organization with a fast-paced, service orientated atmosphere is seeking self-motivated applicants with a positive and energetic approach. must possess good interpersonal and multi-tasking skills. Minimum 3 years exp. must have valid driver's lic., & own hand tools, Pay is commensurate with exp. 639-1462 CHILD CARE, need babysitter 14 month old part-time 287-5453

COUNSELORS

Head Counselors, Unit Counselors, Riding and Sailing Specialists, for Girl Scout overnight camp in Dingmans Ferry 6/20-8/17. Top salary rm/bd, pd trng, FUN in-cluded. Be 18+ Call 888/215-564-4657, ext 263 or email agillard@gssp.org. EEO

DENTAL ASST parttime West Side office, 3
days, (no eves or Sat.).
X-ray cert. exp. a must.
Send resume or call
Charles J Montante
DDS
241 Wyoming Ave
Wyoming PA 18644
570-693-3770

ware
Art print offers competitive wages and benefits and a challenging work environment. interested candidates environment. inter-ested candidates mail/FAX resume or ap-ply in person to: DRIVERS: Tractor
Trailer New model conventional tractors. Quality home time, full benefits, regional & OTR positions No Students.
Arctic Express 800-927-0431 www. arcticexpress.com. PO Box 129 Hilliard, OH 43026 ART PRINT COMPANY 6 Stauffer Industrial Pk (off Keyser Ave.) Taylor, PA 18517 Ph 570-562-3060 FAX 570-562-1573



Incl. Photo 20 words • 4 weeks

PERFECT

PART-TIME

Join Staff Management at our client's

premier facility in Mehoopany. We

now have skilled positions and WE

SIGN ON BONUS!

♦ Start immediately

up to \$9.50/hr.

♦ Students welcome

◆ All shifts available

♦ No experience nec.

♦ Must be at least 18

To schedule an

interview call us at

800-984-3488 extension

111-S78 OR apply online

www.sm.peoplescout.com

Media Code: 111Job Code: S78

NURSING ADMINISTRATIVE

MANAGER

Community Medical Center

is seeking a highly motivated and

accomplished professional to provide

clinical and management leadership in

a position as a Nursing Administrative Manager. The successful candidate will

be a RN, licensed in PA, BS preferred,

and have a minimum of 5 years experi-

ence in acute care nursing, including

experience as a Charge Nurse, Team

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

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

PEDIATRIC PHYSICAL

THERAPIST

FT position within early intervention program.

Work with children birth to 12 yrs. of age.

Work in a variety of settings i.e. home, com-

munity and center based. Master's degree in

physical therapy and experience with children

New Hope of PA, Inc.

1150 Wyoming Ave.

Wyoming, PA 18644

req'd. Send letter of interest and resume to:

Nurse

Manage

Leader

resume to:

♦ Full time

♦ Weekend shifts too

provide ALL of the training!

Help Wanted 270

Incl. Photo

Help Wanted 270 Help Wanted 270

LANDSCAPE & LAWN **MAINTENANCE**

NEEDED Must have own transportation and valid Pa license. \$6 - \$9./hr depending on experience. Call 477-3031

EDUCATION DIRECT



Gain valuable business experience while helping others to reach their career goals. The comprehensive training offered and practical experience gained on the job is a great start to a

with students to facilitate the delivery and completion of their educational programs. You will gain experience with financial contracts, distribution services, and marketing of educational programs.

excellent telephone and communication skills. Customer service experience and computer skills preferred but not required.

\$9.25 an hour to start. Shifts available - Full Time-1:00p.m to 9:00p.m.

Part Time-5:00p.m. to 9:00p.m.

Part-time positions offer the following benefit

Personal days

• Liberal Education Direct program discounts

401 (k) Retirement Plan

Full-time positions offer the above benefits plus:

Education Direct, formerly Harcourt Learning We are among the Thomson Family of companies, a leading international publisher of educational content for postsecondary and

professional markets. Please apply in person or send resume to:

> **Education Direct** Dept. CS 925 Oak St. Scranton, Pa. 18515 THOMSON

EOE/AA formerly Harcourt Learning Direct M/F/D/V

MEDICAL RECEPTIONIST

Full time person needed for very busy doctor's office. Duties include all aspects of front desk work including scheduling patients, answering telephone, chart room etc. Previous experience in a doctor's office a must. Send resume to: BOX 3371

> Times Leader 15 North Main Street Wilkes-Barre, PA 18711

DRIVERS

C & C Trucking is on the move

We are hiring professional OTR drivers. Home most weekends, good benefits. rider program 90% no touch freight, new equipment, starting @ .33 CPM/All miles. \$1,000 sign-on bonus, travel lanes east of the MS River. If this appeals to you, call 800-420-1510 or 570-474-9790. A recruiter will be in

Earn \$9.00

Help Wanted 270

Reach higher with a \$9.00 starting rate, a friendly and professional work environment, and a mission that lets you build your career while you help others build theirs.

an Hour.

Help Wanted 270

As a Professional Telephone Agent with Education Direct, you will receive a starting rate of \$9.00 per hour. After 120 days, you'll have the opportunity to 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 their present job, or call people who contact us on our educational programs. Plus you'll have an opportunity to work on other exciting projects. You'll also receive these outstanding benefits:

- Health Insurance • Paid Training • 401K Retirement Plan • Paid Life Insurance
- Paid Holidays/Vacation · Tuition Reimbursement
- · State-of-the-Art
- Call Center
- · Opponunity for Advancement
- Opportunities
 Education Direct 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.

> For consideration call (570) 961-4838

Stop by any weekday between 9:00 a.m. and 5:00 p.m. THOMSON

EDUCATION DIRECT merly Haccourt Learning Direct

and a sincere desire to succeed.

925 Oak Street - Dept. TMST

CREDIT REPRESENTATIVE

The TIMES LEADER has an immediate employment opportunity for Credit/Collection Representative. Responsibilities of this fulltime position include credit extension to new customers, monitoring existing accounts, and collection of past due receivables. The position requires the ability to communicate with both our external and internal, customers in a professional business like manner to facilitate attaining common goals.

Position requires 2 years credit/collection experience. Qualified candidates must possess excellent customer service skills, professional and courteous telephone manner and interpersonal skills. Familiarity with computers, specifically Excel, Word and Microsoft Outlook and the ability to attain a working knowledge of internal A/R systems in a limited period of is a must.

Interested qualified candidates should submit a cover letter and resume to:

> Human Resources Director TIMES LEADER 15 North Main Street, Wilkes-Barre, PA 19811

We are an equal opportunity employer committed to diversity in the workplace.

PART-TIME

DALLAS BOROUGH

POLICE OFFICER

Dallas borough is currently accepting applications for the position of part-time Police Officer. Act 120 certification is required and prior experience as a police officer is preferred. Applications for this position can be obtained at the Dallas Borough Administrative Office, at 25 Main Street, Dallas, PA 18612. Monday through Friday, 9:00 A.M. to 4:00 P.M. Please call the Borough at

(570) 675-1389 with any additional questions. Dallas Borough is an equal Opportunity Employer.

AUTOMOTIVE PARTS SALES

Tunkhannock Auto Mart-A full line Chrysler/Dodge/Jeep Dealership needs a parts counter sales person. The applicant must have some parts experience and be comfortable working with computers. We offer training, 401 K, medical benefits and a great working environment. Apply in person Tuesday or Thursday between 8:00 and 4:30

Tunkhannock Auto Mart

Route 29 in Tunkhannock

Remodeling

Building &

Building & Remodeling

C. R. CONTRACTING

562

Electrical, Kitchen, Bathroom, Garages, Tiling,

Siding, Decks. Interior & Exterior Remodeling Free Estimates ★ Fully Insured

451-0603

Misc. Services 678 Misc. Services 678

WILL BUY MISCELLANEOUS ITEMS

· CALL SHAWN 815-7615 OR 457-5893

JOB FAIR

NEEDED IMMEDIATELY

100 OPENINGS!!!! Do You Like Day Shift?????

We have fun, upbeat atmosphere with great incentives!!! No heavy lifting required and we offer: Health / Dental / Life Insurance Please register with us for a great long term

opportunity. We will be accepting applications at the Shadowbrook Inn and Resort on Thursday, May 16 from 10:00 am to 4:00 pm Just ask the desk for the OneSource representative. (If you are unable to attend, please call to setup alternative arrangements)



825-2105 1124 Highway 315, Wilkes-Barre

OFFICERS

Great career opportunity in Wilkes-Barre for FT, Act 235 certified. Benefits package available. Additional PT unarmed position in Mountaintop.

Triple A Security Patrol 800-682-4722

PART-TIME WITH BENEFITS

Pennstar Bank, Northeastern Pennsylvania' largest locally managed community bank currently has part-time Teller positions available for energetic individuals who enjoy working with the public and are seeking a reduced work schedule. Cash handling experience preferred but not necessary Excellent benefit package available. Interested candidates can contact:

Pennstar,

Attention: Human Resources, 409 Lackawanna Ave., Suite 201, Scranton, PA 18503-2045 Phone: 570-341-8200 Fax: 570-348-8374 EOE M/F/D/V

STAFF ACCOUNTANT

Metz Enterprise a regional provider of hospitality management services has an opening for a staff accountant in our Dallas office.

Will perform general accounting functions including: inter-company reconciliation's, month end closing, balance sheet reconciliation's, year end audit support and other duties as required by the department.

Candidates must have a 4-year Accounting Degree. Must be proficient with Microsoft Office applications. We offer a competitive salary and benefits package.

Please e-mail or fax cover letter and resume to:

cmccann@metzcorp.com or fax to: 570-675-0919

REMOVAL OF TRASH

review is manda-Sue Horning , filed cialist 717-535-4576 Sue Horning Field Specialist 717-535-4596

250

Sat. overnight, direct to hotel, depart Sat. return Sunday 7 Summer de-partures from only \$189.00 pp twin Call: full time
Apply in person
M-F, 9 - 11 or 2 -4.
The Westmoreland Club,
59 S. Franklin St. W-B TENENBAUM'S TRAVEL 288-TRIP(8747) PHYSICAL THERAPIST ASST.

Davis Manor, a skilled nursing facility with adjacent personal carehome, has a position available, for a FULL-TIME physical therapist assistant. PA license required, geriatric rehab experience a plus. Please send resume to: DAVIS MANOR NURSING HOME Therapy dept: 185 So. Mountain Blvd. Mountaintop PA 18707

CUSTOMER SERVICE REP. Process orders and manage accounts
 Detailed and service orientated
 Experienced with computers and e-mail

GRAPHIC DESIGNER

Design experience Strong knowledge of Mac computers Experienced with Quark, Photoshop, and Illustrator soft-

Want to be spoiled? Our sales people are!! Printing knowledge would be helpful PRE-PRESS OPERATOR/

We have an aggressive lead generation system which includes:
/ Telemarketing
/ Direct Mail
/ Seminars
/ Referral club
In addition to:
/ Weekly Commission
/ Production bonus
/ Incentive tips
/ Training
/ Managemt positions
Vehicle & Drivers
license Required

Help Wanted 270

RESTAURANT PT pizza baker exp. preferred PT grill/sandwich maker exp. preferred 829-4987 after 6 p.m.

JOIN OUR WINNING TEAM!!!!!!! For more information call Eunice at: 1-877-378-1570 KAEHALL Estate Planning Services

Help Wanted 270

SERVICE TECHNICIAN Growing fitness company looking for service technician, mechanical aptitude helpful hours vary, will train full time. Saturday hours a must. No walk-ins accepted. Apply to:

Apply to: Send resume to:

WAREHOUSE LEAD/

BOX 3374 TIMES♦LEADER 15 North Main Street Vilkes-Barre, PA 18711-

Manufacturing facility has an immediate opening responsibilities include overseeing warehouse, shipping, & receiving departments and the work distribution for 4 to 6 people. full time position 8:00 a.m. to 4;30 p.m. Monday thru Friday competitive wages with 401K retirement & benefit package. Send resume to: Attn:

SUPERVISOR

HR Warehouse PO Box 323 Hazleton , PA 18201

Distance Education Customer Service Professionals

In this position, you will work on the telephone

Ideal candidates for these positions will possess

Paid Vacation, Sick, Holidays, and

 Medical, Dental, and Vision Plans Tuition Reimbursement Opportunities Direct, is the world's largest accredited provider of offsite Career Training and Degree Programs.

Director of Human Resources

EDUCATION DIRECT

Mountaintop for the weekend.