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We are seeking a full-time legal secretary paralegal to assist in our Estates and Real Estate department. Experience is required. Some typing from dictation and telephone work is necessary. Please send resume and salary re-

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> Please provide salary requirements, complete work history and references to: Jacob & O'Boyle, LLP, CPA's 400 Third Ave., Ste 306 Kingston, PA 18704

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Please mail resume to: **Management & Training Corporation** RRJCC/ Human Resources P.O. Box 218 Lopez, PA, 18628 or fax same to: 570-477-3091 You may also e-mail your resume to us at legoc@jcdc.jobcorps.org

EOE/M/F/V/D

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SUMMER JOBS

Alcoa KAMA, manufacturer of OPS sheet and film, has several openings for Summer Employment in our Hazleton facility. These temporary entry- level production positions are available in May and continue through August, 2003. Ours is a continuous, seven day per week operation so interested applicants should be prepared to work twelve hour shifts on a four-day- on, four-day- off cycle. Additionally the shifts will alternate between days and nights. Some weekend work is required. We will provide training. Salary starts at \$9.00 per hour. Benefit package will not be offered for these tempoary positions.

Applications will be accepted until Friday, April 19, 2003 at:

Alcoa KAMA **600 Dietrich Avenue** Hazleton, PA 18201

E.O.E. M/F/D/V

ACTIVITY DIRECTOR

HCR ManorCare seeks a creative, high energy activity director for the facility. Responsibilities included planning and implementing activities for the residents, MDS, care plans and supervising department staff.

We offer competitive salary and comprehensive benefits. If interested, please fax resume to Cindy Beck at 570-288-8081 or call for an inter-

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