

Legals & Public Services 100
ADVERTISEMENT FOR BIDS

The North Branch Land Trust will receive bids for General Construction of the Rehabilitation and Reconstruction of the Lehigh Valley Railroad Depot in Norcross, Wyoming County, Pennsylvania, generally described as a historic, wood-frame building (1,270 sq. ft.), until 4:00 P.M. (local time) on the 9th day of July, 2003, at the offices of the North Branch Land Trust, located at 11 Carverton Road, Trucksville, Pennsylvania 18708; (570) 696-5545.

The bids will be opened privately and presented to the Board of Directors at their next board meeting for review and decision to award. Construction may commence immediately following award with completion by December 31, 2003.

Contract Documents, prepared by Bakker & Lewis Architects, including Drawings and Project Manual, may be obtained at the offices of the North Branch Land Trust, located at 11 Carverton Road, Trucksville, Pennsylvania 18708. Contract Documents may be examined at Bakker & Lewis Architects and at the North Branch Land Trust offices.

The Project Manual and Drawings are bound separately. Bidders may secure one set of Contract Documents upon payment of thirty dollars (\$30.00). Checks shall be made payable to North Branch Land Trust and will not be refunded.

The Construction Work will be completed in a minimum of two phases. Work in Phase I for General Construction, is to be coordinated with indicated future HVAC, Plumbing and Electrical Construction, and will be compensated in accordance with prevailing wage rates.

Each Bid, when submitted, must be accompanied by a "Bid Security" which shall not be less than ten percent (10%) of the amount of the Bid. A Statement of Bidders Qualifications shall also be submitted with Bid.

The successful Bidder will be required to furnish and pay for a satisfactory Performance Bond, a Labor and Material Payment Bond, and a one year Maintenance Bond.

The North Branch Land Trust reserves the right to accept or reject any or all bids and to waive informalities in the Bidding. Bids may be held by the North Branch Land Trust for a period of not to exceed thirty (30) days from the date of the opening of Bids for the purpose of reviewing the Bids and investigating the qualifications of Bidders, prior to awarding of the Contract.

Ms. Linda Thoma, Executive Director
North Branch Land Trust

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NOTICE

NOTICE IS HEREBY GIVEN that Letters Testamentary in the Estate of Dorothy Rydd, a/k/a Dorothy A. Rydd, (died April 30, 2003) late of the Municipality of Kingston, Luzerne County, Pennsylvania, have been granted to Nancy Louise Rydd, now known as Nancy L. Poleski.

All person indebted to said estate are requested to make payment and those having claims or demands are directed to present the same without delay to the Executor, c/o:

COSLETT & COSLETT ATTORNEYS-AT-LAW
The Coslett Building
312 Wyoming Ave.
Kingston, PA
18704-3504

ESTATE NOTICE

NOTICE IS HEREBY GIVEN that Letters Testamentary have been granted to Helen Elizabeth Phillips in the Estate of Martha J. Moore, late of the Borough of Ashley, Luzerne County, Pennsylvania, who died on April 4, 2003. All persons indebted to said Estate are requested to make payment and those having claims or demands to present the same without delay to Helen Elizabeth Phillips, Executor, c/o Stephen B. Killian, Esquire, 345 Pierce Street, Kingston, Pennsylvania, 18704.

ESTATE NOTICE

NOTICE IS HEREBY GIVEN that Letters Testamentary have been granted to Valeria Cackowski in the Estate of William F. Cackowski, late of West Nanticoke, Plains Township, Luzerne County, Pennsylvania, who died on May 18, 2003. All persons indebted to said Estate are requested to make payment and those having claims or demands to present the same without delay to Valeria Cackowski, Executor, c/o Stephen B. Killian, Esquire, 345 Pierce Street, Kingston, Pennsylvania, 18704.

Legals & Public Services 100
ADVERTISEMENT FOR BIDS

The Dallas Borough Zoning Hearing Board will meet on Thursday, July 10, 2003 at 7:00 p.m. in the Dallas Borough Council Chambers at 5-2 Main Street, Dallas, PA, 18612. The purpose of the meeting is to consider the following application:

1. File #01-06-03: The applicant College Misericordia, Dallas, PA 18612, a request for "Use By Special Exception" for approval to permit the use of a property at 120 Lake Street as B-2 Zone for semi-public use as dormitory to house students of College Misericordia.

Complete copies of the above referenced application are available for public inspection at the Dallas Borough Administrative Office. Inquiries can be made by calling the Dallas Borough Zoning Office at (570) 675-1389.

Joseph Moskovitz
Dallas Borough
Zoning Enforcement Officer

Robert N. Opel, II
Zoning Board Solicitor

Special Notices 240

NOTICE TO ALL PRIVATE PARTY ADVERTISERS

NEW PAYMENT POLICY
Effective July 1, 2003

The Times Leader will require pre-payment on all private party advertising

For your convenience we will accept personal check, money order, Visa, Master Card or Discover

For more info Call 829-7130

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For more info Call 829-7130

Travel 250

ELVIS TRIBUTE
By Shawn Klush
Overnight bus trip, Foxwoods Casino, August 17 & 18, Call 570-342-8591

Help Wanted 270

AUTOMOTIVE MECHANIC
Needed for busy car dealership. Full time, valid drivers & inspection license necessary. Competitive wages & benefits. Apply in person after 10am.

Jo - Dan Motors
1339 N. River St.
Plains, PA 18705

AUTOMOTIVE TECHNICIAN
Due to our ongoing growth, our award winning Service Department has an opening for an experienced automotive technician. We offer a positive work environment, high starting salaries, monthly incentives, in-house and factory training, paid holiday's, up to two weeks vacation, Blue Cross, Blue Shield, and Major Medical. Call Joseph Richard or Tony Bonomo for an interview at 654-3351. All replies held in strict confidence.

BARBER FORD
962 Wyoming Ave,
West Pittston

CARPENTERS/HELPERS
Minimum 3 years experience, must have valid PA driver's license. Benefits available, serious inquiries only. 639-1462

CARRIER ROUTES
♦ Pittston
♦ W. Pittston
♦ Exeter
♦ Durycia

Call Rosemary Herron for more info @ 570-829-7279

CHEF
FT, apply in person after 4 p.m.

BROTHERS
1705 River Rd.,
Pittston, PA

COOK - BREAKFAST & SERVERS
Apply at Pickett's Charge, Dallas
675-4511

DRYWALL FINISHERS
wanted. Please call 570-831-4841

Legals & Public Services 100
MEETING

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Joseph Moskovitz
Dallas Borough
Zoning Enforcement Officer

Robert N. Opel, II
Zoning Board Solicitor

Help Wanted 270

DENTAL HYGIENIST
Pocono Lake immediate opening, experience preferred, but newly licensed grads encouraged to apply. Salary based on experience. Call Maria 570-649-1095 or email jarrds@epix.net

DRIVER
Part time to make deliveries of medical equipment & supplies. Call 825-8929 between 8:30 & 4pm, Mon. through Fri.

DRIVER
SERIOUS INQUIRES ONLY
Class A CDL, medical certification and excellent safety record required. NOT over the road. Position requires weekends and off pings. \$13.05 starting wage. EXCELLENT BENEFITS including company paid medical and dental for employee and family. Paid vacations, personals and holidays. STD and Life Insurance. Pension plan and 401K.

APPLY IMMEDIATELY
H.C.S.C
(beside the Armory)
R 310 Market St.
Kingston
EOE

EDUCATION
Pittston Area School District is seeking applicants for the following extra curricular positions:

Assistant Field Hockey Coach \$1,760

Jr. High Field Hockey Coach \$1,459

Asst. Boys Soccer Coach \$1,760

All interested parties are to submit a resume, Act 34 and Act 151 clearances to:

Dr. Frank Serino
Pittston Area School District
5 Stout Street
Pittston, PA 18640

Deadline for submission: Friday, June 20, 2003

EQUIPMENT OPERATOR
Residential & Septic exp. Good pay & benefits avail for the right person. Start immed. Steady work. Call 570-839-6688

FLOOR CARE
FT, day shift. Every other weekend.
Apply in person at: Hampton House, 1548 Sans Souci Pkwy, W-B. Ask for Mike.

GARDNER part time, inspection license necessary, planting, etc. call 12noon to 5 pm. 570-288-4235

GARDNER part time, removing weeds, planting, etc. call 12 noon to 7 pm. 570-288-4235

HEALTH
In placing this ad, Lakeside Nursing Center, a small, skilled nursing facility located in Harvey's Lake, challenges anyone interested in the following positions to call 570-639-1885 for further information

7-3 FT/PT R.N. 3-11 PT R.N. or L.P.N. 5-10 C.N.A. or 11-7 FT/PT R.N. / L.P.N.

Applicants must come with desire to learn and must have the capability to provide T.L.C. to 31 wonderful residents. E.O.E.

JANITORIAL
81 North & South (Rest Areas Dorrance & Nanticoke) are now accepting applications for full and part time positions. Paid sick vacation, hours worked, Senior Citizens, handicapped encouraged to apply.

Please contact Peggy Mon-Fri 8-3 at 868-3577

OPTOMETRIST
1-2 days per week. Reply to: P.O. Box 471 Wilkes-Barre, PA 18703

PRESS OPERATOR
A local printer is looking for a full time experienced operator. AB Dick, 9840 or Coko 2 color, printing-press. We offer competitive wages, hospitalization, paid holidays and PTO. Please submit resume to: Human Resources PO Box 1434 Kingston, PA 18704

RESERVATION MANAGER
Part time. Duties: Equipment distribution, customer service & heavy phone work. Must be available days, evenings, weekends & holidays. Apply at: E.O.E.

U-Haul
231 Mundy St.
Wilkes Barre

CLERK TYPIST

The Recorder of Deeds Office has an opening for a Clerk Typist. Applicant must have good computer skills and a general knowledge of real estate documents. Interested parties should be service oriented and comfortable with flexible job duties. Starting salary is \$16,300. Submit resume to:

Recorder of Deeds
200 North River St.
Wilkes-Barre, PA 18711
by July 1, 2003.

SOCIAL WORKER
Full Time

B.S. Degree in Social Services (minimum) LSW preferred. Minimum 1 year Long Term Care experience. Will consider new grads. Ability to interact with compassion and concern. Apply:

Georgette Gutch, RN, NHA
HERITAGE HOUSE
80 E. Northampton St, W-B, PA 18701
Ph: 570-826-1031
Div. of WVHCS EOE

SECRETARY
FULL TIME

Needed in Wilkes Barre Office. Must be proficient in MS Office, general bookkeeping, dictaphone, telephone. Must be able to use all office equipment. Competitive salary.

PO Box 2877
Wilkes Barre, PA 18711
Fax to 379-2058
or e-mail to stacyk@epix.net

REHAB COUNSELORS

Certified or Bureau approved Vocational Rehab counselors for NEPA. Excellent salary & benefit package, 60K potential. EOE.

P.O. Box 821
Scranton, PA 18503

TOP PAY!!

Wilkes-Barre Truck Center
Needed immediately
Second Shift
EXPERIENCED HEAVY TRUCK SHOP FOREMAN
DIESEL MECHANIC

Apply to Tom @ 570-823-0144 Ext. 13
EOE

Help Wanted 270

MANAGEMENT
START AT UP TO \$800 WEEKLY

* FULL TRAINING PROVIDED
* EARN \$ 40,000 TO \$75,000 ANNUALLY
* ADVANCEMENT OPPORTUNITIES EXIST
* HAVE 100% CONTROL OF HIRING, TRAINING, SUPERVISION & MOTIVATION OF YOUR STAFF

HEADLINE PROMOTIONS, INC. HAS IMMEDIATE OPENING FOR GRADUATE OF THE SCHOOL OF HARD KNOCKS! YOU MUST BE WILLING TO WORK SMART. AFTERNOON AND EVENING HOURS, MUST BE INSURED VEHICLE & VALID DRIVER'S LICENSE. FOR INTERVIEW CONTACT MR. PAUL (800) 552-4872

PRODUCTION SUPERVISOR
Busy local bottled spring water company has an immediate opening for a production supervisor. Candidate must possess the skills to troubleshoot fabricate weld and perform maintenance on machinery. Must be organized, be able to maintain record and supervise personnel. Good starting salary plus BC/BS, holiday, vacation and retirement plan. Send resume to: BOX 3784 Times Leader 15 North Main Street Wilkes-Barre, PA 18711-0250

RESTAURANT EXPERIENCED
♦ Cooks
♦ Short Order Cooks
Please apply in person at:
The Hart Restaurant
444 Hazle St. WB

RN
For Home Health Agency. FT/PT. Excellent salary and benefits, mileage reimbursement. Call M-F 1-800-353-3002

RN- HOME HEALTH
2 Positions with incentive- great rate and you choose - work 32 hours, get paid for 40, work 40 hours get paid for 60 OR full time work 64 hours get paid for 80! All shifts involve every other weekend evening shift and one evening a week with on-call responsibilities. Other hours are flexible! Must have experience in home health, on-call and IV's. Great working environment! Call Lynn or Michelle 8AM-4PM for interview. Complete Home Care at 287-4711.

WAREHOUSE POSITIONS
Growing automotive supply company with openings for warehouse position must have organization skills. We offer:
♦ Competitive Salary
♦ 401 K
♦ Profit Sharing
♦ Stock Options
♦ Paid Vacation
♦ Health Care

Email resume to: bill@scmours.com or call 570-850-4863

YARD PERSON
Part Time, Bear Creek. 472-3880

BOOKKEEPER
Full time experienced in accounts payable, accounts receivable, payroll, bank reconciliation & general ledger. Salary based upon experience. Excellent benefits package. Send resumes to:
PO Box 1656
Wilkes Barre, PA 18701

CLAIMS ASSISTANT

Immediate opening, Auto Mechanical claims adjuster, office position. No nights or weekends. NO SELLING. Excellent opportunity. Medical & Vacation. Fax resume to:

Mr. Masi @ 570-562-7608

PRODUCTION FRAMERS

SBS offers:
health/ life insurance paid holidays/ vacations top competitive wages. Apply at:

SUN BUILDING SYSTEMS
#9 STAUFFER INDUSTRIAL PARK TAYLOR, PA 18517 Fax#: 570-562-0737

CONSTRUCTION SUPERINTENDENT

Medium sized commercial/ industrial contractor seeking an aggressive qualified superintendent who doesn't mind working with a tool, if necessary. Salary range \$35,000 to \$50,000 + medical/ dental, profit sharing, vacation, holidays. Valid drivers license a must. Projects throughout PA. Project range in 250K to 10 million volume. All replies held in strict confidence. eoe

Reply to: BOX 3787 TIMES LEADER 15 North Main Street Wilkes-Barre, PA 18711-0250

RESEARCH MARKETING MANAGER

The Times Leader is currently seeking an experienced Research Marketing Manager.

The ideal candidate will possess a Bachelor's Degree in marketing or related field, be highly organized, self motivated and detailed oriented. Excellent communication and presentation skills a must.

This person will have direct responsibility for managing our primary quantitative and qualitative research for advertising, sales development, newsroom, marketing, circulation and senior management.

We offer a competitive salary and full benefits package.

Send resume & cover letter to:
Caroline Youngman
VP Marketing & Advertising
TIMES LEADER
15 North Main Street
Wilkes-Barre, PA 18711

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

Help Wanted 270

SALES
\$100 - \$500 / A DAY Commission sales (eopl. national firm. Expanding in Wilkes-Barre area. Car program. Call 1-877-206-2157

SATELLITE TECHNICIAN
HALSTED COMMUNICATIONS is now hiring satellite technicians in your area. If you want a challenging, technical career with a company that provides training, great benefits and excellent pay, call us today, EOE, truck or van a must, 1-866-635-8324 or visit www.needstv.com

TRAFFIC MANAGER ASSISTANT
Looking for Motivated detail orientated self starter. Must be computer literate & have good phone etiquette. Previous office experience helpful. Apply in person to Laura. Nature's Way Pure Water (Foreign Trade Zone Sussex Rd.) 164 Commerce Road Dupont, PA 18640

TRUCK WASHER
FT/PT POSITION
Local Construction Company seeks a nighttime truck washer. This person must have a valid driver's license and a clean driving record. CDL is a plus. Pre-employment drug testing is required. Send resume to: BOX 3788 Times Leader 15 North Main Street Wilkes-Barre, PA 18711-0250 EOE

MEDICAL TECHNOLOGIST

Moses Taylor Hospital has an immediate 10:30pm-7:00am, full time opening for a Medical Technologist for our Laboratory Department. MT/MLT certification or eligible. Must be able to work rotating shift, and weekend/holiday rotation.

We offer a competitive starting salary based upon experience and a comprehensive flexible benefits package including on-site day care and tuition reimbursement for full time employees.

Apply To:
Moses Taylor Hospital
Human Resources Dept
700 Quincy Ave, Scranton PA 18510
Phone: (570)340-2027
Fax: (570)340-2742
E-Mail: smcdonald@mth.org
EOE M/F/V/H

TECHNICAL ASSISTANT (PM SHIFT)

The American Red Cross (ARC), NEPA Region, is currently seeking a full time evening shift Technical Assistant to join our team in Wilkes-Barre. Applicants must be able to work varied hours, including weekend rotations. On the job training provided.

Qualified individual will possess high school diploma or equivalent, computer skills preferred, and must have good manual dexterity.

The ARC offers competitive benefit options, including family medical and dental/vision insurance, paid leave time, employee-matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to:

AMERICAN RED CROSS
NEPA Region
Attn: HR Department
P.O. Box 420
Wilkes-Barre, PA 18703-0420
EOE M/F/D/V
No Telephone Calls, Please.
Submit response by Monday, June 30, 2003.
No Telephone Calls, Please.

MRI Healthcare Staffing

RN/ LPN/ CNA
♦ All shifts available
♦ Local & travel

Contact Dina @ 570-696-5570 or email: er@mri-wilkesbarre.com

INSIDE SALES

Dynamic individuals needed for inside sales in our Dallas location. Applicant must have previous customer service experience, be self-motivated, possess excellent phone / people skills, ability to multi-task & be computer literate. Horticultural knowledge a plus. Please send or fax resume to:

Penn State Seed Co.
Hwy 309, RR 1
Box 390, Dallas, PA 18612
Fax: 570-675-6562

OFFICE ASSISTANT

Full time position responsible for accounts payable, purchasing, customer and vendor relationships and other administrative tasks. Must have excellent communication skills, be able to multi-task and be proficient in Microsoft Word and Excel. Salary commensurate with experience. Benefits include Health, retirement & vacation.

Please send resume:
Attn: Personnel Manager
P.O. Box 1348,
Kingston, PA 18704

STAFF NURSES

The American Red Cross (ARC), NEPA Region, is currently seeking full time and per diem Staff Nurses to join our team in Wilkes-Barre. Staff Nurses approve donor eligibility and promote good donor care during the collection of safe units of blood.

Qualified individuals will be a registered nurse (RN) with current state licensure required. Phlebotomy experience preferred. Able to work variable hours, including evening and weekend rotations. Customer service experience required and must have good manual dexterity.

The ARC offers competitive benefit options, including family medical and dental / vision insurance, paid leave time, employee - matched 401(k), pension, AD&D, LTD, Life and EAP.

Please forward your resume, cover letter and salary requirements to:

American Red Cross
NEPA Region Attn: HR Department
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Wilkes-Barre, PA 18703-0420
EOE M/F/D/V
No Telephone Calls, Please.