

Legals & Public Services 100
ESTATE NOTICE

NOTICE IS HEREBY GIVEN, that Letters Testamentary have been granted to Bettie M. Sullivan and Barbara Gianuzzi in the Estate of Gertrude Bursch, a/k/a Gertrude McCole Burke, late of the Township of Dallas, Luzerne County, Pennsylvania, who died on May 23, 2003. All persons indebted to said Estate are requested to make payment and those having claims or demands against the same without delay to Bettie M. Sullivan or her attorney, Thomas G. Esquire, 398 Wyoming Ave., Kingston, Pennsylvania 18704, and Barbara Gianuzzi, or her attorney, Stephen B. Killian, Esquire, 345 Kirsch Street, Kingston, Pennsylvania, 18704.

ESTATE NOTICE

ESTATE OF CORA C. FINK, deceased, (died February 17, 2003) late of Meadows Nursing Home, Dallas, Luzerne County, Pennsylvania 18612. Letters Testamentary having been granted, all persons having claims against the Estate shall make them known and present them, and all persons indebted to the said decedent shall make payment thereof without delay, to Ronald E. Fink, Esquire, care of Law Offices of Bernard D. Walter, 20 North Memorial Highway, Shawtown, PA 18708.

SPECIAL MEETING NOTICE

Dallas Borough Council will hold a Special Meeting on Wednesday, August 27, 2003 at 7:00 p.m. in the Dallas Borough Council Chambers, Dallas Borough Municipal Building, 215 Main Street, Dallas, PA 18612. The purpose of the meeting is for consideration by the Borough of a conceptual approval to study the feasibility for the construction of a proposed "Roundabout" at Dallas Borough Center at State Route 415 and Main Street to be included in the 2005 Pennsylvania Transportation Program. The meeting will also be held for "general purposes" to consider any additional items for Borough business. The meeting is open to the general public. Please direct questions to Dallas Borough Administrative Office at 675-1389.

By order of, Kathryn Kupstas Council President

Joseph Moskovitz Borough Manager/Secretary

LEGAL NOTICE

The West Side Area Vocational-Technical School, an equal opportunity employer, will not discriminate in employment, education programs or activities, based on race, sex, handicap, or because a person is a disabled veteran or a veteran of the Vietnam era. This policy of non-discrimination extends to all other legally protected classifications. Publications of this document are in accordance with the state and federal laws including Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and Titles VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination on the basis of sex, race, religion, national origin, ancestry or non-job related handicaps or disabilities.

Inquiries should be directed to Mr. David Williams, business manager, who is the school's Title IX, Section 504 coordinator officer and ADA coordinator (570) 288-8493, ext. 127.

Attorney Services 200

A BANKRUPTCY FREE Consultation Chapter 7, 11, 13 LOW RATES, 570-283-1800 Mahler, Shaffer & Puggles

Entertainment 255

HAWAII
2 round trip tickets, \$550 each 254-8456 or 499-5324

PENN STATE vs TEMPLE
Bus Trip, Saturday August 30th, \$80 per person, call 570-824-1429

Help Wanted 270

ARCHITECTURAL DRAFTSPERSON

Residential Construction Join the busy and talented architectural team at Northeast PA's leading custom home builders based in East Stroudsburg, PA. Must have 3 years experience in residential construction and be CAD proficient. Starting salary high \$30's - low \$40's, based on qualifications with plenty of growth potential for creative producers who can execute in a deadline oriented environment. Benefits include 401K. Reply in confidence. Call Doug (570)424-5155

Send resume to: **LTS Builders,** Attn: Personnel, P.O. Box 160 Shawnee-on-Deleware, PA 18756 EOE

CARPENTER

Must have own tools and transportation. All phase. Pay/ability. 570-825-4268

Help Wanted 270

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

Immediate opening for a high energy team player with the ability to handle multi-tasking, diverse situations and deal effectively with customers and management. Responsible for administrative support to our regional manager including scheduling, filing, meeting and travel arrangements, correspondence, minutes, and customer follow-up, as well as management of general office duties. Minimal travel may be required.

Associate degree preferred; minimum of three to five years relevant experience required. The successful candidate will be detail oriented, able to work with representatives from the public and private sectors, possess excellent communication skills, poise, flexibility, a professional manner, and demonstrated proficiency in MS WORD, EXCEL, PowerPoint, relational database knowledge, and email.

Ben Franklin Technology Partners is a high profile economic development organization. This opening in our two person Wilkes-Barre area office, offers a competitive salary and benefits package.

Fax or send a resume and letter of application describing your qualifications and salary requirements by August 29 to Kathy Minnich, CFO, Ben Franklin Technology Partners of Northeast Pennsylvania, 125 Goodman Drive, Bethlehem, PA 18015-3715. Fax: (610) 861-5918.

No Phone calls please. Equal Opportunity/Affirmative Action Employer

AUTOMOTIVE TECHNICIAN

Steve Shannon Tire and Auto Centers has an immediate opening for an automotive technician. We offer one of the area's most modern facilities to work in. Retirement plans, paid vacation & holidays, health & life insurance & uniforms. Apply in person:

Steve Shannon
Tire & Auto Center
Route 11
West Nanticoke
740-2830

AUTO PARTS SALES

Now accepting applications for full time sales Associate. Competitive starting salary. Excellent benefit package. 401k & much more.

Apply in person **A & A Auto Stores** Nearest to you!

CENTER DIRECTOR (Childcare)

Hildebrandt Learning Centers, LLC, has an opening for a Center Director at King's / St. Mary's Child Care Center. A Bachelor's degree in Early Childhood Education preferred. Child Day Care Center Director experience preferred. Full benefit package includes day-one Blue Cross / Blue Shield medical insurance (with prescriptions), day-one United Concordia dental coverage, VSP vision coverage, 401(K) with 10% match, Life Insurance Policy and more. Call Hildebrandt Learning Center 570-825-4140 or fax resume to: 570-825-1981, E.O.E. www.hildebrandtlearningcenters.com

CHILD CARE

Enthusiastic reliable caregivers needed to assist in providing quality care for children. Please contact the Magic Years Center nearest you to schedule an interview. Full and part time positions available. Experience and/or degree preferred.

Pittston-570-655-4681 Hanover - 823-4424 Wilkes-Barre 829-0688 EOE

CHRISTIAN WRITERS

To develop a first-time Parents-to-be course. Must subscribe to Christian Parenting methods. Resume to: PO Box 445, Dallas, PA 18612.

CLERICAL

Wilkes-Barre based insurance company has a position available for a self-motivated individual who is self-motivated, organized, conscientious and is able to handle multiple tasks. Job duties require PC skills, and include data input, word processing, filing, and other similar tasks. Previous insurance company or agency experience is a plus.

Our company offers a competitive salary and benefits package. Applicants should mail, or fax, resumes to: **Lackawanna Casualty Company** Human Resources Administrator Suite 600 46 Public Square Wilkes-Barre PA 18701 Fax 570-825-0100 EOE

CLOTHING PRICER

DO YOU LIKE SECOND HAND STORES? Must be fashion oriented. No Sun days or evenings. 7am to 3:30 pm 4 days a week. \$7.00 per hour to start. \$1.00 raise after training. Paid sick days, holidays & vacations. Apply: Family Thrift Store 102 Martz Manor Plymouth, 779-4570

Help Wanted 270

CONVENTIONAL MACHINIST

5 years experience. Send resume to: BOX 3854 Times Leader 15 N. Main St., Wilkes-Barre, PA 18711

DENTAL ASSISTANT

Full time position for growing practice. Must have experience. Benefit package includes health insurance, paid holidays & bonuses. Send confidential resume to: BOX 3856 Times Leader 15 North Main Street Wilkes-Barre, PA 18711-0250

DENTAL RECEPTIONIST/OFFICE ASSISTANT

Dental office expansion plus, good communication and organizational skills. Computer skills required. Fax resume 570-288-4345 or send to: Office Manager 1500 Wyoming Ave, Forty Fort, PA 18704

DIESEL TECHNICIANS

Class A and Class B. Both 1st and 2nd shift. Able to perform all facets of medium and heavy truck repair.

PARTS PERSON

2nd shift, international and Mitsubishi Fuso truck experience a plus. Apply in person: **STADIUM INTERNATIONAL** 1006 Underwood Road, Olyphant PA 18447

DRIVER

CDL DRIVERS Large warehouse seeks CDL drivers. Generous benefits. Apply at: Klein Candy Co. 100 West End Rd Wilkes-Barre NO PHONE CALLS EOE

DRIVERS: GOING STRONG! CFI now hiring! * Owner Operators * Singles / Teams * Available with miles * Competitive pay! Ask about special training. Call 1-800-CFI-DRIVE www.cfi-drive.com

DRIVERS WANTED

School van drivers needed. 288-7363

EDUCATION ART TEACHER

Junior High School Send standard applications, resume, cover letter, copies of Pennsylvania certification, clearances, transcripts, teaching or student teaching evaluations, three recommendation letters to: Mr. Stephen Brodmerkel Stroudsburg Area SD 123 Linden St. Stroudsburg, PA 18360. EOE

EDUCATION CHEMISTRY TEACHER

Anticipated. PA certificate in Chemistry or Physical Science required. Send standard applications, resume, letter, copies of certificate, clearances, transcripts, evaluations, recommendation to: Mr. Stephen Brodmerkel Stroudsburg Area SD 123 Linden St. Stroudsburg, PA 18360. EOE

EDUCATION GUIDANCE COUNSELOR

Junior High School. Pennsylvania certificate as Secondary Guidance Counselor required. Send standard applications, resume, letter, copies of certificate, clearances, transcripts, evaluations, recommendation to: Mr. Stephen Brodmerkel Stroudsburg Area SD 123 Linden St. Stroudsburg, PA 18360. EOE

EDUCATION PARAPROFESSIONAL

Pennsylvania certification required. ACE program. Send resume and letter to: Mr. Stephen Brodmerkel Stroudsburg Area SD 123 Linden St. Stroudsburg, PA 18360. EOE

ENGINEERS

Mechanical Project Manager for consulting engineering firm. Minimum 5 years experience in HVAC and plumbing for building systems. B.S. and P.E. required. \$60-\$70K. Reply to: Barry Isett & Assoc. kyra@baryisett.com Or fax to: 610-481-9098 For more information: www.barryisett.com

GENERAL

Kelly has a job For you! We are looking for motivated team players that are goal oriented and have a strong work ethic. We have various positions available with great benefits. Never an application fee!

- Customer Service
- Warehouse
- General Laborers
- Data Entry
- Office Clerical
- Merchandising

Call Kelly Today **346-7406**

KELLY SERVICES

An Equal Opportunity Employer. Never an application fee

GENERAL MATURE PEOPLE NEEDED

Serve the elderly with companionship and help around their homes. Part time day, evening & weekend shifts available. **HOMES INSTEAD SENIOR CARE** CALL 714-8041

HAIR STYLIST

Full time. Call for details. 570-823-0654

Help Wanted 270

HEALTHCARE OPTIC/MALIC ASSISTANT

FULL OR PART-TIME Growing Ophthalmology practice is seeking an experienced Ophthalmic Assistant. Refractive skills preferred. Will train the right person eager to learn valuable skills. Position offers personal and professional growth along with excellent benefits and salary. Please mail your resume, in confidence to: **Bucci Laser Vision** ATTN: Administrator 158 W-B Twp. Blvd. W-B, PA 18702

INSTALLER SATELLITE DISH

for local TV store. Must have own vehicle to transport & carry ladders. Experience necessary. \$18. to \$22.50 an hour. No benefits. Call Nancy 570-287-9631

JANITORIAL/CLEANING

Immediate opening for cleaning person, day and night shift. At least 1 year experience, must have own vehicle. 570-824-9140

JEWELRY REPAIR SERVICE

Full time position for personable and manually dexterous individual in our jewelry repair service department. Basic watch experience helpful but not necessary. Call to set up an interview. 570-823-7111

KENNEL HELP

Part time. 570-675-1621

LAWN-CARE

Drivers license required. 570-696-4956

MAINTENANCE

Lawn care persons wanted, highly competitive wages for quality individuals. Apply to: **GREEN VALLEY LANDSCAPING** 52 Reese St. Plains 824-8733

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 HAVE INSURED VEHICLE & VALID DRIVER'S LICENSE. FOR INTERVIEW CONTACT MR. PAUL (800) 552-4872

MANAGERS

National pizza chain looking for managers and shift runners. Benefits include health insurance and incentive bonuses. Enthusiastic candidates call John at 570-279-0111 or fax: 570-327-9919

MANAGER

to manage entire operation of Food Store, Direct coordinate, & participate in preparation of products. Interview, hire, train & coordinate activities of workers. Keep business records, collect & pay accounts, order & purchase supplies. Determine variety & quantity of products to be produced according to orders & sales projections. Control cost in labor, production & expenses on weekly basis. Prepare budget for labor hours, inventory & sales forecasting. Impose quality guidelines, input, develop, train & coach 5 subordinates. Utilize register readings, estimate hourly sales forecast. Follow government regulations. 40 hours/week. Competitive salary. 1 year experience required + 10 year education. Resumes should call 570-820-5310 during normal business hours, ask for Tim Barrett. E-mail: tbarrett@plyeco.com

MASON NEEDED

Full time. Salary negotiable. PA drivers license a must! Year round work. 1-877-576-1042

MECHANIC

Class B Looking for a stable job with a stable company? We have a night shift (5 pm - 3 am) opportunity for a mechanic to do diesel PM work. Great spot for tech school grad looking to get into diesel maintenance. CDL and inspection license a plus. Full benefit package! JP Mascaro & Sons - 243-7575 for more information. EOE

MECHANIC

Experienced Heavy Equipment & Vehicle Mechanic. Diesel, gas & small engines. Inspection license a plus. Competitive wages & benefits. Call 570-893-3012

MEDICAL BILLING SPECIALIST

Experience with ICD9 and CPT. Full time with benefits. Respond to: **Box 1388 Kingston, PA 18704**

Red Robin is Soaring into your neighborhood!

At Red Robin we have fun everyday! Having Fun is one of our core values, and work couldn't get much more fun than this. Fly to our nest and join the team.

Come and see the fun for yourself. We will begin interviewing daily for servers, bussers, hosts, bartenders, and cooks. Interviews will start on Tuesday, August 19 from 10am - 6pm and will continue through the beginning of October.

We are looking for the best and brightest, so join us today at:

Red Robin
Wilkes Barre
2020 Wilkes-Barre Township Marketplace
Wilkes Barre, PA

SECRETARY/RECEPTIONIST

Full-time support staff position in Wilkes-Barre law office. Duties include regular contact with public, proficiency with computers for word and data processing, client screening, legal documents, statistical reports, and other clerical and support functions. Entry level salary of \$15,900. Competitive fringe benefits package.

Reply: HR Manager, North Penn Legal Services, ref. 081203, 329 Market Street, Williamsport, PA 17701. EOE/M/F/H

JANITORIAL

15 hrs/wk. evenings, no holidays. \$7.50/hr to start. PA Driver's license a must. Will train. Lv. mess at: 570-696-9058

SHORT ORDER COOK

Part time **Trails End Restaurant** 570-477-2556

WAREHOUSE/DELIVERY

Local Building Products Company is looking for a full time warehouse/delivery person. Benefits package & 401K plan available. Competitive starting salary. Apply in person. EOE

GSI BUILDING PRODUCTS

Rear 66 East Liberty St. Ashley, PA 18706

Help Wanted 270

MECHANIC TRUCK MECHANIC

A Duie Pyle, a highly successful LTL trucking company, is seeking a highly motivated part time position available in Wilkes-Barre, PA terminal for a mechanic with a minimum of 3 years in Class 8 heavy truck repairs. Current Class A "CDL" and PA State Inspection License a plus. Ideal candidate will have background in electronic diesel engine repair & air brakes. Welding experience a plus. Must own standard set of mechanic's tools. Position is flexible (approx. 5 p.m. to 9 p.m.) working 3-4 days a week. Excellent starting rate and 401K plan. Interested candidates should call 570-820-5310 during normal business hours, ask for Tim Barrett. E-mail: tbarrett@plyeco.com

Help Wanted 270

OFFICE MANAGER

A busy manufacturing office seeks a well organized individual to manage a staff of five. Responsibilities include managing a large volume of order transactions with a heavy emphasis on customer service. Must have supervisory, computer, and customer service skills. Competitive salary & benefits. Call for interview 570-826-0870

OFFICE

New Car Dealership General office, full & part time positions available. Please send resume to: **Coors Ford, Inc.** 577 E. Main Street Wilkes-Barre, PA 18702

OPTICAL

Full time in professional doctor's office, experience necessary in dispensing, patient care, and contact lens. Send or fax resume to: **Dr. JAMES BOZZUTO** 6 North Main St. Pittston Fax 655-9516

PACKERS / PRODUCTION

We offer \$9.00/hr & excellent benefits to pack orders on our production line. 12 hour shifts. Every other weekend a must. Previous production exp. preferred but not required. Heavy lifting. Accepting positions at: **AEP Industries, INC.** 20 Elmwood Avenue Crostwood Ind. Park Mountaintop, PA 18707 EOE We are a drug free workplace

PRESCHOOL TEACHER

Degree and experience, full or part time in Mountaintop. Call Pat @ 570-474-9596

Kingston Skilled Nursing Facility

702 Third Avenue Kingston, PA 18704

We are seeking

LPN's Full time & Part time 3 - 11

CNA's Part time 11-7

Per Diem rates Available

Dietary Relief Cook Full Time

Housekeeper Full Time Every other weekend

Call **(570)283-5848** or stop in & fill out an application.

OFFICE ASSISTANT / COURIER

Part Time Clerical duties involving copying, filing, stocking paper, plus general errands and deliveries to clients. Job also involves minor maintenance duties, e.g. replacing light bulbs. Valid driver's license and reliable vehicle required. Dependable, conscientious, high energy level individual with good interpersonal skills. 25-28 hours per week, 5 days per week. Starting rate: \$7.50 plus mileage reimbursement.

Contact HR Manager, **Borton-Lawson Engineering** 821-1994 x 248

PROFESSIONAL ACCOUNTANT

Small Luzerne County firm is in need of financial professional to perform all accounting functions including budget design and implementation. Must have thorough knowledge in budgeting and Quickbooks. Resume accepted at: Fax (570) 291-0026 Anthony Scoblick, 219 Bridge St., Ste. B., Jessup, PA 18434

MEDICAL RECEPTIONIST

Needed for busy Podiatric office, full time with benefits. Experience preferred. Send resume to: **BOX 3853 TIMES LEADER** 15 North Main Street Wilkes-Barre, PA 18711-0250

MECHANIC/DRIVER

Growing midsize towing operation. Have your own tools preferred. Current CDL a plus. Brakes, tires, minor repairs on diesel and gas motors. Full and part time, as well as on call positions available. All shifts. Pay commensurate with experience. Resume accepted at: Fax (570) 788-8053 **Drums Towing** 1039 State Rte. 93 Drums, PA 18222

LABORER

Full time, individual with valid drivers license. For framing of residential homes. Usually in Mountaintop area. Wage based on experience. Call 570-793-6867, leave msg.

WAIT STAFF

Part time/day time. Apply in person, **Pike's Creek Park,** Rt. 118, Pike's Creek.

PSYCHIATRIST

\$120 - \$130 per hour. Part time hours available in a residential facility in White Haven. Call AmeriCare Services 610-695-8521 or fax CV610-695-9041

25th Anniversary Year

Celebrating Service to Children, Youth & Families

Therapeutic Foster Parents

Make A World of Difference Get Involved & Check Us Out!