

# EMPLOYMENT/CAREERS

Place your ad today  
Call 631.751.7663 or 631.331.1154

## Help Wanted

**PUBLISHER'S EMPLOYMENT NOTICE:** All employment advertising in this newspaper is subject to section 296 of the human rights law which makes it illegal to advertise any preference, limitation or discrimination based on race, color, creed, national origin, disability, marital status, sex, age or arrest conviction record or an intention to make any such preference, limitation or discrimination. Title 29, U.S. Code Chap 630, excludes the Federal Gov't. from the age discrimination provisions. This newspaper will not knowingly accept any advertising for employment which is in violation of the law. Our readers are informed that employment offerings advertised in this newspaper are available on an equal opportunity basis.

## Help Wanted

**BOOKKEEPER PT**  
3-6 hours twice a month.  
Duties include:  
Issue checks for various church expense, i.e., payroll of 4 people through QuickBooks program, bills, and expense voucher checks, Reconcile checkbook balance monthly, Prepare balance sheet and P&L statement monthly. Experience: prior bookkeeping experience desirable, including use of Quickbooks program.  
Submit resumes to:  
office@pjpres.org

The **CLASSIFIED DEADLINE** is Tuesday at noon. If you want to advertise, do it soon!  
Call 631.751.7663 or 631.331.1154

## Help Wanted

**FULL TIME GROUNDSKEEPER/LIGHT HANDYMAN NEEDED**  
Large Estate/Farm in Setauket Area, Must be familiar with farm/landscaping machinery, mechanically inclined and like animals  
References required, Please call 631-757-4211

**ROCKY POINT FIRE DISTRICT EMPLOYMENT OPPORTUNITY**  
The Rocky Point Fire District is seeking candidates for a full-time Fire District Secretary. First consideration for hiring this position shall be given to qualified applicants who are residents of the Rocky Point Fire District. PLEASE SUBMIT RESUME TO dbrewer@rockypointfd.com by July 9, 2024 before 4:00 PM  
**SEE OUR DISPLAY AD FOR MORE INFORMATION**

## BOOKKEEPER/PT

**First Presbyterian Church - Port Jefferson**  
Duties include:  
1. Issue checks for various church expense, i.e., payroll of 4 people through QuickBooks program, bills, and expense voucher checks.  
2. Reconcile checkbook balance monthly.  
3. Prepare balance sheet and P&L statement monthly.  
Experience: prior bookkeeping experience desirable, including use of Quickbooks program.  
\$20-\$25 per hour commensurate with experience  
Submit resumes to: office@pjpres.org

## RECEPTIONIST

**EXPERIENCED PT/FT**  
Medical office  
Day/Evening hours, must be flexible, able to enter data into EMR system and patient scheduling software.  
Fax resume to 631-331-1048 or email Frontdesk@DrTerhart.com

## Full Time Groundskeeper/Light Handyman Needed

Large Estate/Farm in Setauket Area  
Must be familiar with farm/landscaping machinery, mechanically inclined and like animals  
References required,  
Please call 631.757.4211

## Rocky Point Fire District Employment Opportunity

The Rocky Point Fire District is seeking candidates for a full-time Fire District Secretary. First consideration for hiring this position shall be given to qualified applicants who are residents of the Rocky Point Fire District.

### ROUTINE RESPONSIBILITIES OF THIS POSITION

- \*Attend and take minutes at all district meetings
- \*Perform multiple and varied clerical duties including, but not limited to, posting legal notices, handling Records Management functions, & performing data entry
- \*Arrange & monitor the district's annual & special elections
- \*Manage all insurance policies and insurance claims of the district
- \*Assist with grant writing and administration
- \*Perform additional duties assigned by the Board of Fire Commissioners
- \*Assist the District Manager as needed
- \*Additional duties will be discussed during interview

### SKILLS REQUIRED FOR THIS POSITION

- \*Preferred experience in Administrative Assistant duties in Fire/EMS service
  - \*Excellent written and verbal communication skills
  - \*Must be able to manage multiple and varied tasks throughout the day
  - \*Must be a notary public at the time of hiring or become one during the probationary period
  - \*Proficiency required in Microsoft Office 365 Word, Excel, PowerPoint and Outlook
- BENEFITS**
- \*FULL time position-5 days per week/40 hours per week
  - \*Salary range \$50,000-65,000 commensurate with experience
  - \*Health, Dental, Vision and NYS Retirement benefits available

PLEASE SUBMIT RESUME TO dbrewer@rockypointfd.com by July 9, 2024 before 4:00 PM

**TIMES BEACON RECORD CLASSIFIEDS**  
tbrnewsmedia.com



**HELP WANTED**  
NEED HELP?  
Place Your HELP WANTED Boxed Ad Here CALL 631-331-1154 OR 631-751-7663  
BUY 2 WEEKS - GET 2 WEEKS FREE!  
TIMES BEACON RECORD NEWS MEDIA

# SERVICES

Place your ad today  
Call 631.751.7663 or 631.331.1154

## Carpentry

**LONG HILL CARPENTRY**  
45 years experience  
All phases of home improvement. Old & Historic Restorations. Mastercard/Visa Lic. #H22336/Ins. 631-751-1764 longhill7511764@aol.com

## Clean-Ups

**LET STEVE DO IT**  
Clean-ups, yards, basements, whole house, painting, tree work, local moving and anything else. Totally overwhelmed?  
Call Steve @ 631-745-2598, leave message.

## Exterminating

**ALL PURPOSE LANDSCAPING**  
Tree spraying, exterminating, owner operated, licensed/insured, 631-924-4099 SEE DISPLAY AD FOR COUPON AND MORE INFORMATION.

## Exterminating

**SCIENTIFIC EXTERMINATING SERVICES** let's all stay safe, ecological protection, ticks, ants, mosquitoes, termites, deer  
Natural Organic products 631-265-5252-SEE DISPLAY AD FOR MORE INFORMATION.

## Fences

**SMITHPOINT FENCE. DEER PROBLEM? WE CAN HELP!** Wood, PVC, Chain Link, Stockade. Free estimates. Now offering 12 month interest free financing.  
Commercial/Residential.  
70 Jayne Blvd., PJS. Lic.37690-H/Ins. 631-743-9797  
www.smithpointfence.com.

**ADVERTISE FOR RESULTS 631-751-7663**

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## Gutters/Leaders

**RTD SEAMLESS GUTTERS** free estimates, senior discount, military discount, Ray Doino 516-527-1496 Rdoino3@yahoo.com.  
See our display ad for more information

## Handyman Services

**HANDYMAN SERVICES AND PAINTING.** Dependable, Honest, Professional. No job too small. Call Steve 631-831-3089. SEE DISPLAY AD FOR MORE INFORMATION.

## Home Improvement

**ALL PHASES OF HOME IMPROVEMENT**  
From attic to your basement, and everything in between, RCJ Construction  
www.rcjconstruction.com  
commercial/residential, lic/ins 631-580-4518.

## Home Improvement

**BEAUTIFUL BATH UPDATES** in as little as ONE DAY! Superior quality bath and shower systems at AFFORDABLE PRICES! Lifetime warranty & professional installs. Call Now! 1-855-399-2076

**DONT WAIT, INSULATE**  
We fix uncomfortable homes, act now, full financing available  
**Triple H Insulation**  
631-652-3166  
See our display ad for more information

**LAMPS FIXED, \$65.**  
In Home Service!! Handy Howard. My cell 646-996-7628

**STOP BASEMENT FLOODING FOR GOOD**  
Drainage installation/grading, sump pump installation, pavers, patios, retaining walls, outdoor kitchens,  
A Division of Lux Development Group Inc 631-283-2266.  
SEE OUR DISPLAY AD FOR MORE INFORMATION

## Home Improvement

**WIREMAN/CABLEMAN/HANDYMAN** Flat TVs mounted, Phone, TVs & Computer wiring installed & serviced, camera & stereos, HDTV Antennas FREE  
TV www.davewireman.com Call Dave 516-433-WIRE (9473) 631-667-WIRE (9473) or Text 516-353-1118

## Home Repairs/Construction

**BROWN & COMPANY CONTRACTING**  
Master Carpentry, Kitchens, Baths, Basement Renovation, Decks, Outdoor Living Spaces LIC/INS 631-901-7277

**GENERAL CONTRACTOR, TILE & MASONRY SPECIALIST.** 20 years of experience. Also clean-ups and junk removal. Call 631-232-0174. FOR MORE INFORMATION SEE DISPLAY AD.

## Home Repairs/Construction

**LUX DEVELOPMENT GROUP**  
Historical restorations, Extensions & Dormers, Cedar siding and Clapboard installation, basement renovations, kitchen & Bathrooms, doors & windows, finished carpentry & moulding  
Call 631-283-2266  
SEE OUR DISPLAY AD FOR MORE INFORMATION

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