



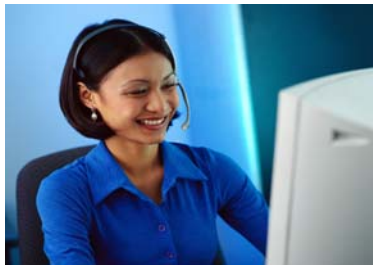
The Office of Job Placement
Employment Listings

Week of October 31, 2008

If you find an interesting listing, please go to the Lake-Sumer Community College Learning Center in LC 109 for more information or call the Office of Job Placement

Lake County
Sumter County

352-323-3603
568-0001 X3603



COMPUTERS and TECHNOLOGY

- 902 Support Syst. Spec. Network, full time. Monday through Friday, work location both The Villages and Leesburg. **Leesburg & Villages**
- 920 System Support Specialist Network this is a full-time position working various shifts must have experience **Leesburg & Villages**

- 934 IT Assistant, creation and review of reports, invoice processing, purchase orders and other clerical duties for IT dept. **Lake & Sumter Co**
- 972 Computer Graphics, part time flexible hours. Seeking student with computer graphic knowledge to work part time in downtown Clermont **Clermont**
- 986 System Specialist – Software this a full-time position working various shifts must have experience **Leesburg & Villages**
- 1033 Network Technician – Maintain SCADA equipment and database, troubleshoot problems, develop and generate reports etc. One to two years experience, valid FL driver’s license **Leesburg**
- 1047 Computer Lab Assistant – supervise and assist all academic activities in the school computer laboratory **Lake Co**

CUSTOMER SERVICES

- 913 Care Giver I with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training schools **Lake Co**
- 926 Activities Assistant to work in accordance with the established polices & procedures and/or specific instruction **Leesburg**
- 949 Environmental Service, housekeeping, evenings. Responsible for the cleaning and disinfecting of patient rooms and ancillary areas **Clermont**
- 951 Food Service Assistant to perform a variety of food preparation and clean up in the school cafeteria (5 positions) **Lake Co.**
- 953 Teacher Assistant 6 hours a day, providing assistance to student’s educational and individual needs, 2 positions available **Lake Co.**
- 965 ES 1 Trash and Linens, full time days, alternate weekends, collect, transport and dispose of trash, soiled linen and biohazardous waste **Tavares**
- 966 ES1 Food and Nutrition, full time various shifts, stocks kitchen area with clean ware, dishes, trays, pots and pans. Ware washing and cleaning procedures in kitchen and service areas **Tavares**
- 991 Customer Service Specialist – provide friendly fast and accurate processing of customer related transactions **Lady Lake**
- 995 Loss Prevention – maintain store security and general store safety, apprehend shoplifters, respond to emergency situations, and administer first aid **Lady Lake**

- 1011 Nanny openings for educated, positive role models who are highly motivated in making a difference in a child's life with part/full-time & summer hours available and caring for children anywhere from infancy to high school ages (6 positions) **Clermont**
- 1012 Child Care Workers to supervise and work with children on homework, play, crafts, recreation, etc and help with snack and housekeeping (part-time) **Leesburg**
- 1044 Call Taker – receive and record all 911 emergency and non-emergency calls for law enforcement, fire, and rescue services **Sumter Co**
- 1045 School Secretary @ Groveland Park Elem. – provide administrative support involving secretarial duties **Lake Co**
- 1046 Data Entry Clerk @ Eustis HS – perform data entry tasks in the assigned functional area, secretarial support duties **Lake Co**
- 1048 Teacher's Assistant – 4 positions, various hours, various shifts, provide general administrative support in basic classroom programs and procedures **Lake Co**
- 1063 Housekeeper – full time, Monday thru Friday, evenings. Will be cleaning various hospital areas, including patient rooms, offices and public areas as assigned **Tavares**
- 1065 Part Time Supervisor – train and supervise daily activities of package handlers and clerks, assuring all assigned duties are accomplished safely and timely **Leesburg**

FINANCIAL SERVICES

- 918 Fiscal Assistant II, accounting support work, part time, Lake Co. schools, general entry level accounting procedures **Lake Co**
- 924 Collections Specialist, assure all inpatient and outpatients accounts appropriately billed and paid **Leesburg**
- 936 Accounting/Bookkeeping, 9 to 5 full time or part time, computer experience required, knowledge of Quickbooks, general tax knowledge **Fruitland Park**
- 939 Senior Program Spec. Financial Aid - performs awarding of federal and state programs, maintain and reconcile state scholarship programs. **LSCC**
- 1043 Payroll Specialist – general bookkeeping and knowledge of computerized processing programs. Experience in bookkeeping and computer input **Leesburg**
- 1054 Accounts payable Bookkeeper – requires 2 years accounts payable experience, computer literacy **Leesburg**

- 1064 Financial Counselor – full time, 10:30 til 7, days, Monday through Friday. Must be proficient in Word, Excel as well as computer keyboard and data entry **Tavares**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 959 Firefighter/Paramedic, firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul and inspection practices **Mt. Dora**
- 960 Police Officer applicants must have police certification from FL standards and Training, full-time **Clermont**
- 1006 Firefighter/Paramedic – must be Florida Certified, current ACLS & BCLS cards required, salary DOQ **Minneola**
- 1013 Firefighter to respond to fire alarms, drive and operate fire department equipment and apparatus, to assist with the aftermath activities of disaster, also must have current certification **Sumter Co**
- 1034 Police Officer – Valid state of Florida Police Officer Certification as well as valid Florida driver’s license. Protection of life and property, law enforcement and crime investigation, surveillance, law enforcement, investigation, apprehension, and reporting **Leesburg**

GENERAL OFFICE

- 925 Scheduling Coordinator – preparation and distribution of hospital staff’s work schedule, general office duties. **Leesburg**
- 944 Registration Specialist in admitting, full time and part time positions available, LRMC south. **Leesburg**
- 956 Communications Officer – assisting the public and providing information to law enforcement officers through radio transmissions, alphanumeric pages, statewide computer systems and complaint desk activities **Tavares**
- 963 Health Info Management Auditor, responsible for daily maintenance of patient medical records **Tavares**
- 983 Di-Scheduler – responsible for all scheduling functions within Diagnostic Imaging, previous experience preferred **Inverness**
- 1003 File Room Clerk to perform duties relating to filing, maintaining, and searching of court records, must have one year experience **Tavares**
- 1004 Business Office Rep – background in hospital business office or medical practice front office required **Tavares**

- 1008 Medical Billing – Patient Acct. Rep. for Lake-Sumter EMS office, full time, M-F, minimum 2 years medial billing experience **Mount Dora**
- 1010 HR Imaging Temp – prepare paper files for digital imaging, including sorting, labeling and boxing all files and preparing them for shipping **Leesburg**
- 1029 Clerical Asst. Police – requires 6 mos. clerical experience, valid FL driver’s license. Routine and specialized office work, customer service, records maintenance, correspondence, coordination and other clerical tasks **Leesburg**
- 1032 Library Asst. Youth Services – assist patrons with reference searches, general library services, library projects and specialized functions. **Leesburg**
- 1036 Clerical Support III – day to day clerical operation of office. Must be computer literate, able to type data in timely matter **Leesburg**
- 1037 Clerical Floater – Schedule all services performed by staff, credit and debit clients for services, deposit funds etc. **Various**
- 1049 Clerical Assistant – 2 positions, full time. Provide general office support in routine clerical duties **Lake Co**
- 1056 Clerical – day to day clerical operation of facility, coordinate standard operating procedures for office **Leesburg**
- 1057 Ward Clerk – requires knowledge of medical terminology performing non-technical clerical duties **Leesburg**
- 1062 Business Office Rep – full time, days, background in hospital business office or **medical practice front office Tavares**

HEALTH CARE AND SERVICES

- 905 Sterile Processing Technician I will begin to learn to work independently in an ever-changing technical environment **Tavares**
- 908 Pharmacy Technician, full time Monday through Friday evenings 2:30 -11:00. Pharmacy Tech Certification required **Tavares**
- 909 LPN/Home Health must have current State of Florida LPN license, maintain BLS certification, and current FL driver license **Clermont**
- 912 Home Health Aide must have completed a HHA, HIV/AIDS, and current BLS certification, FL driver, car insurance, & dependable vehicle **Clermont**
- 923 LPN – shifts vary, must have current Florida License, several positions available, shift differential also **Leesburg**

- 944 Registration Specialist must be experienced, this position is working various shifts and is full-time, several openings Leesburg and Villages **Villages**
- 947 LPN (7 positions) must have current Florida license, these are full-time positions and the shift are various **Leesburg**
- 948 CNA with current Florida License to work in hospital setting, there are several positions and several different schedules **Leesburg**
- 963 Health Info Management Auditor, responsible for daily maintenance of patient medical records **Tavares**
- 967 Home Health Aide must have current certification in HHA or CNA, and CPR, also reliable transportation (5 positions) **Tavares**
- 968 Patient Care Tech (9 positions) shift varies, must have CNA or Health Service Tech Certification **Tavares**
- 969 RN or LPN Clinical Liaison, full time, Florida RN or LPN license and healthcare marketing experience required **Tavares**
- 997 Unit secretary both full/part-time, most working 12 hour shifts, must have medical terminology (several positions) **Leesburg & Villages**
- 1009 Pharmacy Tech II – performs the basic pharmacy technician procedures as required, ability to operate equipment required, must become certified within one year **Clermont**
- 1014 Sitter to work 12 hour shifts 7a-7p & 7p-7a, work status pool, working in a hospital setting in patient care department **Leesburg**
- 1059 Pharmacy Student Intern – will participate in 12 week training program based on current level pharmacy school education. **Mt Dora**

MANAGEMENT/SUPERVISORY

- 903 Telecommunications Manager this is a full-time position the schedule shift and days are various, must have experience **Leesburg**
- 919 Lead Worker/Master Diesel Mechanic, perform skilled work involving the maintenance and repair of gasoline and/or diesel auto equipment, machinery and tools **Lake Co.**
- 920 Traffic Signal Supervisor with five years experience or training that includes electronics diagnostics/repair (IMSA level 2 required, level 3 preferred) **Tavares**

PART-TIME POSITIONS

- 933 Public Works, Park Division part time, 20 hrs a week, general maintenance of city parks and public buildings. **Minneola**
- 942 Paralegal (or internship) with 1 to 2 years experience to work 30 hours a week in local law firm **Leesburg**
- 953 Teacher Assistant 6 hours a day, providing assistance to student's educational and individual needs, 2 positions available **Lake Co**
- 971 Loss Prevention Associate, flexible hours, 2 openings, assist in detecting, reporting, and resolving loss prevention matters **Leesburg**
- 976 Public Works Worker – 20 hours a week, unskilled manual labor position for general maintenance of city right-of-ways, retention ponds, sidewalks and city parks and public buildings **Minneola**
- 979 Recreation Aide – 0 to 20 hours a week, assist with various programs run by the City of Clermont, must be able to work with evening programming **Clermont**
- 999 Peer Personnel to carry out support functions in the following housekeeping (cleaning, sweeping, mopping, and other duties as related to keeping areas clean **Leesburg**
- 1000 Peer Specialist – this member of the multidisciplinary team is responsible to carry out rehabilitation and support functions **Leesburg**
- 1001 Clerical – Monday through Friday 4 hours a day 1 to 5, light clerical, data input, general office **Leesburg**
- 1002 Child care worker - part-time evenings working 19.5 hours a week, must have 2 years verifiable experience and obtain CPR and First Aide certification within 90 days of hire **Eustis**
- 1016 Nanny openings for educated, positive role models who are highly motivated in making a difference in a child's life with part/full-time & summer hours available and caring for children anywhere from infancy to high school ages(7 positions) **Clermont**
- 1017 Child Care Workers to supervise and work with children on homework, play, crafts, recreation, etc and help with snack and housekeeping **Leesburg**
- 1039 School Crossing Guard must have knowledge of school zone locations and ability to operate radio equipment **Mt Dora**

- 1058 Sales Associate – recognize, acknowledge and provide service to customer at all times, sales, math and language skills needed **Leesburg**
- 1059 Pharmacy Student Intern – will participate in 12 week training program based on current level pharmacy school education. **Mt Dora**
- 1060 Unload Associate – process inbound freight within 24 hours of receipt, organize and maintain stockroom area **Mt Dora**
- 1061 Checkout Service Associate – run fast and efficient cash register operations while consistently keeping the customer at center of everything done **Mt Dora**
- 1065 Part time Supervisor – train and supervise daily activities of package handlers and clerks, assuring all assigned duties are accomplished safely and timely **Leesburg**
- 1066 Part time Dispatcher – experience only need apply. Receiving and dispatching appropriate emergency units in response to all calls for service **Sumter Co**
- 1067 Sales Support Position – 15 to 20 hours weekly, no weekends, flexible hours. Receiving, shipping, and product handling of industrial supplies. Making deliveries, packaging, assisting in inventory, and office duties as necessary **Tavares**

SALES

- 989 Appliance Sales Specialist – 6 mos. Experience required, must be able to lift up to 50 lbs, stand or be moving 100% of the time **Lady Lake**
- 990 Mobile Wireless Sales Consultant – provide friendly, fast and accurate processing of customer related transactions **Lady Lake**
- 994 Merchandising – ensuring departments are continually stocked and replenished, confirm implementation of special projects **Lady Lake**
- 996 Music/Software/Gaming – provide product information and recommendations to complete customer media needs **Lady Lake**
- 1018 Sales Associate “Game Advisor” to ring-up customers, add-on sales, organize, and clean store; also must be outgoing **Mt. Dora**
- 1031 Event booking/Sales – flexible hours, agent to promote and book events and/or promote scooter sales at 3 locations. Commission **Tavares**

- 1058 Sales Associate – recognize, acknowledge and provide service to customer at all times, sales, math and language skills needed **Leesburg**
- 1067 Sales Support Position – 15 to 20 hours weekly, no weekends, flexible hours. Receiving, shipping and product handling of industrial supplies. Making deliveries, packaging, assisting in inventory, and office duties as necessary **Tavares**
- 1068 Part Time Bookkeeper – 6 to 10 hours weekly, prefer at least one year experience, compensation - DOQ **Winter Park**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 914 Custodian, general up-keep, sanitation, and maintenance of building facilities and grounds **Lake Co.**
- 931 Operator – Wastewater Treatment Plant, operating pumps, agitators, telescope valves and other equipment. **Mt. Dora**
- 935 Housekeeper to clean and keep in orderly and homelike condition all areas of the Hospice House **Tavares**
- 954 Park Specialist – maintain appearance and safety of all Lake Co. parks and playgrounds, maintain and repair machinery **Lake Co.**
- 964 ES I Housekeeper, 2 positions available, 1 days, 1 evenings, full time with alternate weekends **Tavares**
- 965 ES 1 Trash and Linens, full time days, alternate weekends, collect, transport dispose of trash, soiled linen and biohazardous waste **Tavares**
- 966 ES1 Food and Nutrition, full time various shifts, stocks kitchen area with clean ware, dishes, trays, pots and pans. Ware washing and cleaning procedures in kitchen and service areas **Tavares**
- 980 Installer, full time, installation, changing of service and disconnection at homes of existing cable, phone and internet service subscribers **Clermont**
- 984 Lifeguard – Wellness Center, various shifts, supervise recreational and competitive swim, enforce pool rules and maintain a safe and sanitary pool **Clermont**
- 988 Wastewater Class C Operator – must have Florida Class “C” Wastewater Operators License, and valid Florida driver’s license, minimum 1 year experience **Minneola**
- 993 Inventory Shipping/Receiving – ensure products seamlessly received from delivery trucks and are continually stocked and replenished to sales floor. **Lady Lake**

- 1027 Senior Maintenance Specialist – five years experience in building/grounds maintenance, must possess Valid Florida class E drivers license **Tavares**
- 1028 Equipment Operator 1 – one year experience and/or training involving light, medium or heavy equipment operation, must have valid Fl. Class B commercial driver’s license **Tavares**
- 1035 Floor Tech – maintain multi types of floor coverings, stripping, waxing, sealing tile floors, extracting carpets, and other general cleaning techniques **Leesburg**
- 1038 Housekeeper – cleaning and caring for buildings and equipment, cleans bathrooms, offices, hallways and any other assigned areas **Various**
- 1040 Utility Service Worker – maintenance, repair and construction of city utility mains and facilities **Mt. Dora**

SPECIALIST

- 1020 Aquatic Coordinator to maintain the health and safety of all members, visitors, and employees utilizing the aquatic facilities **Clermont**
- 1021 Tutors for an after school tutoring service is now hiring certified Elementary Teachers, Persons with a degree and qualified tutors **Lake Co.**
- 1024 Real Estate Instructor – seeking qualified and experienced licensed instructor to teach real estate courses **Clermont**

TRANSPORTATION

- 917 Relief Bus Driver all new applicants start off as relief driver, applicants are trained and tested to obtain their “Class B CDL”, as new positions become available, usually within a few days relief driver moves to permanent position **Tavares**
- 946 Medical Transport, full time varying shifts 8 hours a day **Leesburg**
- 955 Sanitation Driver - must possess a valid Class B Commercial Florida driver’s license. Operation of refuse vehicles in the collection and disposal of refuse, recycling and composting materials **Tavares**
- 992 Delivery Driver – must possess valid Florida driver’s license and be at least 21 years old. Will be delivering consumer electronic products **Lady Lake**
- 1026 Inspection & Service Technician – perform skilled inspection and service work in maintenance and repair of gasoline and diesel driven vehicles **Lake Co.**

VOLUNTEERS

1023 Volunteers needed for both day and evening, come make a difference in the life of a child or an adult with a disability **Sorrento**