



**The Office of Job Placement**  
**Employment Listings**

**Week of February 19, 2007**

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

**Lake County**

**435-6306**

**Sumter County**

**568-0001 X6306**



## COMPUTERS and TECHNOLOGY

- 281 Network Systems Analyst/Manager with at least an AS in Computer Science and two years experience in network management and software support needed by governmental agency. Applicants should have MCSE certification, the ability to communicate well, familiarity with enterprise level applications, the ability to program using various languages, and the ability to work a flexible schedule. Salary - \$47,759 - \$51,996. **Bushnell**
- 285 GIS Coordinator needed to coordinate, implement, supervise and administer the GIS department. Must have a Bachelor's Degree in GIS or related field, five years GIS experience, and three years of supervisory experience. **Bushnell**
- 288 Prepare survey maps and drawings using ACADD design/drafting computer skills. Must have AutoCAD training or certification. **Tavares**
- 294 PT position in desktop repair available for the computer student who wants to learn network server skills on the job! May lead to a FT position in the future. **Eustis**
- 295 Network Analyst position requires two years direct experience in network administration. **Tavares**

## CUSTOMER SERVICES

- 236 Servers, Line Cooks, Dishwashers needed to work both full/part-time, pay depends on experience **Villages**
- 251 Customer Service personnel needed for summer jobs, work, live, and play in one of our National Parks **Gardiner, MT.**
- 268 Personal Care Counselor for one weekend per month for three months, dates are Mar. 9-11, Apr. 11-15, and May 4-6, if you would like to work one or more weekends the pay is \$125.00 per weekend. **Sorrento**
- 269 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**
- 273 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**
- 274 Child Care for boy age 10 years old for after school until around 7:30 pm, must have good driving recorder **Yalaha**

- 286 Library Assistant needed to perform clerical work including the circulation of library materials, registration of patrons, and providing information. High level of people contact. **Sumter County**
- 287 Kennel Worker performs a variety of activities dealing with kennels, animals and shelter operations. Starts at \$9.31 - \$14.80 per hour. **Sumterville**
- 301 PT Library Page assists customers in using Library facilities. Hourly rate is \$8.00. **Leesburg**

### **FINANCIAL SERVICES**

- 282 Bookkeeper/AR & AP position requires computer skills for spreadsheets, word processing, use of e-mail and accounting software. Must have accounting knowledge, good people skills, ability to meet deadlines and be organized. Construction accounting knowledge helpful. **Leesburg**
- 240 Accountant I required an AS Degree with emphasis in accounting and one year of work experience in accounting **Leesburg**
- 259 Accountant with Bachelor's Degree must be self motivated with strong communication and interpersonal skills **Tavares**
- 275 Bookkeeper for a commercial construction company with computer skills for spreadsheets, word processor, email, and accounting software **Leesburg**
- 293 Accounts Payable position requires proficiency in data entry and good communication skills. **Tavares**

### **FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT**

- 241 Emergency Service Dispatcher III/Supervisor with at least 24 semester hours towards an AS Degree, three years dispatch, & one supervisor experience, also ability to type 25 – 35 wpm **Leesburg**
- 243 Police Officer will be responsible for surveillance, law enforcement, investigations, apprehension and reporting **Leesburg**
- 245 Police Officer general duty police work involving the prevention of crime and the enforcement of law & ordinances, rotating shift **Eustis**
- 254 Jail Interviewer to work 20 – 25 hours per week hours are flexible, must have computer skills **Tavares**
- 260 Emergency Service Dispatcher to operate the equipment associated with Public Safety and Enhanced 9-1-1 Answering Point **Leesburg**

- 300 Emergency Services Dispatcher involves operating equipment to receive and respond to emergency and non-emergency requests for assistance on an assigned shift. Requires initiative and sound judgment in handling emergency situations and the ability to function calmly under extreme stress in potential life threatening situations.

**Leesburg**

**GENERAL OFFICE**

- 246 License/Passport Clerk with one year of clerical experience, type 35 wpm correctly, and have a valid FL driver license **Tavares**
- 258 Office Associate II this is a temporary part-time position working 27.5 hours per week with two yrs. experience **Tavares**
- 283 PT position available performing clerical and administrative duties. AS degree with two years of responsible secretarial work preferred. Must have knowledge of Word Perfect and MS Office, a valid Florida driver's license and familiarity with current office procedures. **Mt. Dora**
- 291 Business Office Rep requires knowledge of medical terminology and excellent customer service skills. **Tavares**
- 292 Business Function Coordinator in a health care setting requires five years of medical office experience and PC proficiency. **Tavares**
- 297 Legal Secretary in health care setting requires 2 years of experience, computer experience with MS Office, and good presentation skills. **Leesburg**
- 305 Answer phones, greet people, take payments, and order supplies on a PT basis (25 hours per week) for a local insurance agency. Computer skills and good people skills required. **Eustis**

**HEALTH CARE AND SERVICES**

- 247 Unit Secretary needed in several departments to work varies schedules, these are full-time positions **Leesburg**
- 248 PBX Operator this is a part-time position working 40 hours bi-weekly & varies shifts, also have experience **Villages**
- 249 CNA there are several jobs working varies shifts and schedules, both full/part-time positions must be licensed **Leesburg**
- 255 CNA this is a full-time position working 12 hour shifts, must have FL CNA Certificate & experience **Mt. Dora**

- 256 CMA/CNA there are several positions available, full-time 7pm to 7am, part-time 7am to 11am, & flexible any shift **Mt. Dora**
- 261 Health Information Services Tech. must have experience and medical terminology I & II, work status PRN **Leesburg**
- 271 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**
- 276 CNA, HHA, LPN, & RNs must have state license, certification, and up-to- date CPR, PPD, Physical will pay daily **Tavares**
- 278 Patient Accounts Representative full-time position to provide assistant to clarify billing, take insurance information, and other general duties **Mt. Dora**
- 290 Responsible for maintaining automated tracking system of physician orders and treatment plans, sending notification and treatment plans, generate and maintain patient records, and order medical supplies as a Medical Supply Clerk. Must be proficient in computer use and medical terminology. **Tavares**
- 296 Intake Representative position requires previous health care insurance experience, computer keyboard and data entry proficiency. Admitting and medical terminology experience helpful. **Leesburg**
- 298 LPNs, RNs, CNAs who have completed the 75 hour HHA certification needed in a variety of positions in Central Florida. **Orlando**
- 306 Staff needed to work with adults with a developmental disability in the community. Must be HS grad and have one year of experience with nursing, day care or work with adults with DD. **Clermont**
- 308 Crisis Counselors needed to work with recent disaster victims through April 2. **Lake and Sumter Counties**

### **MANAGEMENT/SUPERVISORY**

No positions at this time.

### **PART-TIME POSITIONS**

- 242 Library Page experience in library or comparable setting, 20 hours per week, days and hours will vary which includes some weekends **Leesburg**
- 253 Board Operator for radio show, also answer telephones and play the music programmed by the host (student/retired welcome) **Leesburg**

- 304 Work in own home with your computer to complete legal forms for local attorney. Candidates should have legal office experience or be a current legal assisting student. **Tavares**

### SALES

- 264 Inside Sales Assistant I position is entry level to prepare and distributes marketing material need both full/part-time **Okahumpka**
- 266 Sale Representative to work flexible schedule, pay is negotiable – commission based, must be organized and have valid FL driver license **Lake Co.**
- 277 Outside Sales flexible schedule, part/full-time, paid training program, weekly and monthly bonuses **Clermont**
- 284 Outside sales position available for individual with no sales experience but willing to learn and have great people communication skills. National company will train to contact potential clients within a specific area. Weekly salary (\$480) + car allowance + gas card. Benefits after 90 days. **Mt. Dora, Eustis, East Leesburg**
- 303 Business Development Associate needed to implement sales strategy to small and mid-sized accounts. Candidates must be willing to develop, negotiate and class sales opportunities. Degree in Business, Marketing or Communications requires. **Ocala, Gainesville area**
- 307 New store in need of sales, inventory and clerical staff to work all shifts. Previous experience needed in retail sales and cash handling. Bilingual skills a plus! **Leesburg**

### SKILLS/CRAFTS/TRADES/TECHNICAL

- 239 Team Leader to work 11:30p-8:00a must be able to read and write English & carefully follow written and verbal instruction **Tavares**
- 244 Park Technician to maintain city parks and landscapes areas, ability to operate heavy equipment and lift 50lbs. three yrs experience **Mt. Dora**
- 262 Service Worker experience in repairs and installation of pipes pipe fittings, meter installations reading, & general maintenance **Fruitland Park**
- 263 Parks Operator I this is a semi-skilled position to do labor tasks and operating a variety of equipment **Lady Lake**
- 267 Water Operator to perform a variety of task in the operation and maintenance of water/wastewater treatment plant **Villages**

- 289 Perform skilled technical work in the construction, installation, maintenance, modification, and repair of electrical/electronic based traffic controllers, traffic signal overhead wiring, and hardware. **Lake County**
- 299 Yard Tech, Fork Lift, Saw Operators, and Fabricators needed by local company. **Lady Lake, Tavares**

### **SPECIALIST**

- 252 Resident Counselors/Instructors these are full-time, live-in positions, requiring skills in leadership, mentoring, group communication, teaching evening classes career orientation, & counseling **Washington State**
- 257 CAD Operator with good communication skills, ability to work with vendors; hour can be flexible **Okahumpka**
- 265 Field Contact Person must live in Sumter and be a student, set your own schedule evenings and weekends each delivery pays \$20.00 **Sumter Co.**
- 270 Lifeguard needed from May 27 - July 21 to work with children and adults with physical and/or cognitive disabilities **Sorrento**
- 279 Customer Service Representative/Accounts Manager will train; this is a fast paced job working in advertising **Mt. Dora**
- 302 Collect filed survey data, support surveying activities, and prepares legal documentation as a Surveying Technician. Requires knowledge of AutoCAD and experience in surveying/ CAD technology. **Leesburg**

### **VOLUNTEERS**

- 280 Volunteers needed with a wide range of skills: entertainers, magicians, musicians, office staff, housekeepers, ground maintenance, painters, and carpenters; come make a difference in the life of individuals with physical and/or cognitive disabilities **Sorrento**