



The Office of Job Placement
Employment Listings

Week of July 31, 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
Sumter County**

**435-6306
568-0001 X6306**



COMPUTERS and TECHNOLOGY

820 GIS Specialist II requires B.S. degree in Geography, Computer Science, or surveying, 3 years experience and FL driver license **Leesburg**

865 GIS Coordinator to implements, coordinates, supervises, and administers the Geographic Information System department **Bushnell**

CUSTOMER SERVICES

730 Activities Specialist to provide activity services to hospital patients in groups or individually, needs good interpersonal/interaction skills **Leesburg**

748 Child Care Sitter need for five hours weekly, working the day shift only, this is a regular part-time position **Leesburg**

808 Front Desk Clerk needed to check guests in and out of hotel; hours are Thursday 12:30 – 11pm and Sunday 3:00 – 11pm **Tavares**

859 Care Giver I & II with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training **Clermont**

890 Customer Service this a seasonal position October & November must be outgoing and customer oriented **Mt. Dora**

FINANCIAL SERVICES

765 Bookkeeper with QuickBooks expertise this position can be full or part-time depending on the experience **Leesburg**

769 Financial Analyst – Productivity to work in the Accounting department, this a full-time position and a degree is required **Leesburg, Villages**

792 Staff Accountant with Bachelors degree in accounting, finance, or related field, and two years of accounting/auditing experience **Tavares**

802 Financial Assistant part-time position to be responsible position performing functions related to verifying accuracy of invoices from vendors **Bushnell**

818 Controller with Bachelor Degree in Accounting or Finance and 4 – 6 years experience gained through management positions in Finance **Tavares**

860 Bookkeeper I for routine bookkeeping work, involving fiscal records, according to generally accepted standard accounting **Leesburg**

- 854 Financial Counselor this is a full-time position working the day shift no experience required **Leesburg**
- 860 Bookkeeper II with three years experience in bookkeeping/accounting support work, also operate office machines **Clermont**
- 862 Fiscal Assistant (2 positions) with one year of responsible experience in accounting work **Tavares**
- 863 Collections Specialist working to assure all Inpatient and Outpatient accounts are billed and paid **Leesburg**
- 870 Billing Assistant this is a full-time position working for a health care facility that deal with the end of life patients **Tavares**
- 878 Finance Coordinator to perform advanced fiscal and financial duties with two year two years experience **Sumter Co.**
- 879 Finance Assistant to work part-time (20hours per week) type 35wpm, also function related to verifying accuracy of invoices **Bushnell**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 806 Paralegal for RE & Estate Planning/Wills/Family Law, with two years experience, strong computer and organizational skills **Clermont**
- 807 Receptionist/Secretary needed to answer telephones, do filing, and typing; this is a part-time position **Eustis**
- 809 Correction Officer must be 19 years old, have a valid Florida drivers license, passed the Correctional Officer B.A.T. test **Ocala**
- 810 Control Room Operator for specialized work operating security monitoring systems for sheriffs department **Tavares**
- 811 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly and calmly, also to read road maps **Tavares**
- 812 Shift Commander is responsible for administrative and operational work in supervising a shift within the Fire Rescue Department **Bushnell**
- 822 Police Officer general duty police work involving the prevention of crime and the enforcement of laws and ordinances **Eustis**

- 836 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of life and property **Tavares**
- 837 Detention Deputy to provide law enforcement care, custody, and control of inmates, also must have FL Division of Criminal Justice Standards and Training Certification, and valid FL driver license **Tavares**
- 841 Police Officer all applicants must be certified by Florida Police Standards and Training **Clermont**
- 842 Firefighter/Paramedic needed full and/or part-time with FL Certificate Firefighter, FL Paramedic Certification w/current ACLS, CPR for Healthcare Providers and FL Driver License **Clermont**
- 845 Patrol Deputy to perform a wide range of general law enforcement duties in the prevention, detection and investigation of criminal acts **Bushnell**
- 874 Firefighter/Paramedic to perform individually and/or as a member of a firefighter team and will participate in fire suppression activities **Mt. Dora**

GENERAL OFFICE

- 389 Senior Administrative Staff Assistant with two years of college or certificate in office technology **Leesburg**
- 756 Staff Assistant for general clerical duties, including plan & organizes meetings, direct incoming & outgoing calls, other duties **Tavares**
- 766 Executive Assistant to work with the Operations Manager to ensure efficient, effective, responsible, and respectful leverage of human, financial, and material resources **Leesburg**
- 796 Clerical Aide – Student preferred to operate computer, fax, typewriter, calculator, copier, and other duties as assigned **Villages**
- 804 Staff Assistant with the ability to prioritize work and manage time, and work alone, also communication and customer service skills **Leesburg**
- 823 Senior Secretary is responsible for attending, recording, and transcribing the final official minutes of the board **Tavares**
- 824 Clerical Aide – Student to aid in office activities and the ability to operate office machines, file, and answer phones **Sumter Co.**

- 828 Guidance Secretary (Bi-Lingual) to provide administrative support involving secretarial duties, promoting efficient and organization **Tavares**
- 856 Office Associate III with three years secretarial experience to perform a variety of duties **Tavares**
- 861 Clerical Assistant I (2 positions) with the ability to perform general office support functions including basic knowledge of office equipment Clermont, Leesburg
- 868 Membership Representative to assist in the operation of the reception area of the wellness center **Clermont**
- 871 Office Assistant to run company errands, sort and disburse mail and other clerical duties must have clean driving record **Groveland**
- 873 Clerical Assistant part-time, three hours per day, Monday – Friday, hours can be flexible but preferably afternoon **Tavares**
- 877 File Room Clerk with one year of clerical experience, type 35wpm to perform duties relating to filing and maintenance of records **Tavares**
- 881 Executive Assistant this position requires accuracy, attention to detail and the ability to multitask **Minneola**
- 884 School Secretary to perform basic computer operations and to provide administrative support involving secretarial duties **Leesburg**
- 885 Data Entry Clerk with one year experience in operating data key entry equipment, must be able to work independently **Umatilla**
- 886 Data Entry Operator with two years experience in operating data entry equipment and other office machine, also work independently **Clermont**
- 888 Receptionist/Administrative Assistant this is a seasonal position for the months of October & November **Mt. Dora**
- 891 Office Assistant this is a part-time position with flexible schedule, must be a self-starter, and Word & Excel **Mt. Plymouth**

HEALTH CARE AND SERVICES

- 734 Health Information Medical Technician to maintain file room, must have strong communication, organization, & interpersonal skills **Leesburg**
- 747 LPN & RN must have current Florida License to provide health care in a loving environment for end of life patients **Tavares**
- 752 Patient Placement Specialist part-time with clerical experience and medical terminology II **Leesburg**
- 768 Optometric Assistant for busy eye care practice to assist the doctor and fulfill clerical and technical responsibilities **Eustis**
- 770 Assistant Director must have a degree this is a full-time position, this person will be working two locations **Leesburg, Villages**
- 771 Registration Specialist must be experience there are three positions available one full-time days other PRN varies shifts **Leesburg**
- 774 Coder III to work in the Health Information Services department must have certification, days only **Leesburg**
- 775 LPN Intake to work in the Home Health Department must have current LPN license this is a part-time position **Leesburg**
- 776 CNA there several positions in different department there are full and/or part-time available, all schedules must have Certification **Leesburg**
- 786 Unit Secretary must have medical terminology, have proficient computer skills, and have hospital or doctors office experience **Tavares**
- 801 Guess Services Representative with previous customer service experience required and medical terminology **Clermont**
- 814 Registration Specialist for the Admitting Department these are a full-time position, working varies shift (2 positions) **Villages**
- 830 Central Supply Technician with one year experience in healthcare materials management is preferred **Clermont**
- 831 Medical Records Coding Technician to communicates cooperatively and constructively with physicians, their offices, guests, patients, and member of the healthcare team **Clermont**

- 838 RN & LPN to provide health care to inmates in a correctional setting, current FL license is required **Tavares**
- 849 Unit Secretary must have medical terminology and be experience this is a full-time position **Villages**
- 850 Patient Care Sitter (4 positions) there are several different shifts and work status is pool, no experience required **Leesburg**
- 851 PBX Operator varies shifts must have previous experience ob switchboard, work status is PRN **Leesburg**
- 852 Transporter/Vacillator this is a full-time position working the day shift, also must have certification **Leesburg**
- 853 Logger/Biller this is a part-time position working the day shift (7am – 3pm) must have experience **Leesburg**
- 866 Patient Business Representative to provide exemplary customer service and performs job functions to meet dept. goals **Clermont**
- 867 Office Coordinator for Physician Office to coordinate office projects to achieve efficient office flows and employee productivity **Clermont**

MANAGEMENT/SUPERVISORY

- 387 Talent Search Program Manager must have Bachelor Degree and three years experience in educational setting and working with disadvantaged youth, also organizational and leadership ability **Clermont**
- 388 Assistant Director Student Life with Bachelor degree to provide college-wide leadership for the design, implementation, and evaluation of the student activities and leadership program **Leesburg**
- 780 Sanitation Supervisor responsible for supervising the sanitation crews engaged in refuse collection and disposal **Tavares**
- 790 Billing Office Supervisor to assume full responsibility for the day to day operation of Patient Accounting Dept. **Leesburg**
- 794 Library Supervisor responsible for day to day operation of a branch library, furnishes information to library users **Bushnell**

- 795 Library Supervisor responsible for day to day operation of a branch library, furnishes information to library users **Lake Panasoffkee**
- 846 Manager Customer Service is responsible for directing the day-to-day operational aspects of the department & works with considerable initiative and independence, must include hiring and firing **Eustis**
- 847 Program Manager for building materials, benefits include: health insurance, 401k, up to three weeks vacation, paid holidays, sick, & personal days **Mt. Dora**
- 855 Patient Financial Services Manager this position is full-time and works day only, must have experience **Leesburg & Villages**
- 857 Finance Manager with a Bachelor Degree in Accounting or Finance required and two years of work experience in a hospital setting **Tavares**
- 864 Library Supervisor to work the Library on Wheels and be responsible for the day-to-day operation, valid FL Driver License **Sumter Co.**
- 882 Human Resources Manager responsibilities include salary administration & classification, management of employee benefits, training & development, labor law compliance, and other duties as assigned **Minneola**

PART-TIME POSITIONS

- 789 School Crossing Guard facilitating the safe crossing of children at hazardous traffic/pedestrian crossing **Leesburg**
- 825 Library Assistant for clerical works including the circulation of library materials, the registration of patrons, & furnishing information **Sumter Co.**
- 872 Book Store Helper for three locations these are temporary positions Aug 1- Sept.15, 20 – 40 hrs per week **Leesburg, Clermont, Sumterville**
- 876 School Crossing Guard must have knowledge of school zone locations and be able to operate radio equipment **Mt. Dora**

SALES

- 751 Marketing Position with full and part-time positions, no experience required; only requirement is the genuine interest in helping others **Lake Co**
- 833 Sale Specialist provide the highest level of service support to customers where substantial product knowledge and advanced selling skills **Leesburg**
- 889 Retail Sales this is a seasonal position October & November must be outgoing & customer oriented **Mt. Dora**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 741 Environmental Aide I & II responsible for the cleaning and disinfecting of patient rooms, and ancillary areas **Clermont**
- 773 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (3 positions) **Leesburg, Village**
- 819 Environmental Service I there are several positions and many difference schedules, also must have the ability to read/write English and follow written and oral instruction **Tavares**
- 869 Environmental Service Lead to assist supervisor in the operation and cleaning of patient and non-patient areas **Clermont**
- 883 Meter Read/Utility Clerk to work independently in the field to read water meters and record consumption **Minneola**

SPECIALIST

- 749 Program Recruiter for the recruitment of volunteers to advocate for abused and neglected children **Ocala**
- 772 Teacher for three years old to work in the Children Learning Center this is a part-time position must have experience **Leesburg**
- 779 Library Aide to perform technical and para-professional work that follows well established procedures in support of the library system **Tavares**
- 793 Library Assistant to provide information on library programs and services, also perform responsible clerical duties **Sumter Co.**

- 805 Painter to do hand painting of simple miniatures on crystal glass nail files, which would include flowers & animals (great detail not required) **Leesburg**
- 848 Project Designer to demonstrate a high level of customer service orientation by working with clients to coordinate and create design projects, renovations, remodels, whole projects, new construction & updates in a timely and professional manner **Leesburg**
- 858 Teacher to development and implementation of IEP, supervise bus transportation, and other duties as assigned, also Bachelor Degree and two years experience working with special needs children **Leesburg**
- 875 Youth Services Librarian with Master Degree and two years experience to develop and implement programs that further the education of local children while maintaining a collection of material **Mt. Dora**
- 880 Growth Management Technician to perform moderately complex technical and clerical work; duties are focused primarily on planning & zoning **Lady Lake**
- 887 Technical Writer to help re-design & correct the installation instructions that are in the "Installation Manuals" **Clermont**

TRANSPORTATION

- 783 Driver must have safe driving record, class D license and previous experience, also current CPR (2 positions) **Tavares**

VOLUNTEERS

- 813 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**