



The Office of Job Placement
Employment Listings

Week of August 28, 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

- 394 Computer Technician minimum 12 months working in PC repair, network support, PC programming, & PC software support **Leesburg**

- 395 Computer Technician this is a part-time with minimum 12 months working in PC repair, network support, PC programming, PC software support **Leesburg**
- 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**
- 901 Local Area Network (LAN) Administrator to installs, maintains, and monitors the operation of the local area network, also to recommends and implements LAN policies and standards **Tavares**
- 953 Computer Operator (Help Desk) with one year of responsible experience in basic computer operations, with thorough knowledge of AS400 **Tavares**

CUSTOMER SERVICES

- 890 Customer Service this a seasonal position October & November must be outgoing and customer oriented **Mt. Dora**
- 924 Crew Members needed for popular fast food business flexible hours, competitive wages, and career advancement **Lake, Orange Co.**
- 928 Directional/Sign Spinning Promoter wanted immediately, if you enjoy the outdoors, music and entertaining people **Lake Co.**
- 931 Tellers needed both full and part-time, schedule are varies student may apply tuition reimbursement **Lake Co.**
- 948 Care Giver II with current CPR and First Aid Certificate, certificate with 20 hours school-age childcare course, complete ELC Training6(2positions) **Clermont**
- 949 Care Giver I with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training (9 positions in many different schools) **Lake Co.**
- 961 Permitting Technician to perform various duties in permitting, inspection, zoning, code enforcement, and two year construction industry exp. **Lady Lake**
- 962 Customer Service Representative II with the knowledge of utility operate and procedures, ability to perform cashier duties **Lady Lake**

- 980 Child Care for well behaved 9 year old boy, job entails pick-up from school and sit for 2 ½ to 3 hours per afternoon, 3 day per week **Clermont**

FINANCIAL SERVICES

- 895 Impact Fee Technician with AS Degree in Finance, Accounting, Public or Business Administration and 1 or 2 yrs. experience **Tavares**
- 945 Accounts Receivable Representative with previous experience in insurance/billing preferred, also must be proficient with keyboard & data entry **Tavares**
- 950 Budget Analyst with minimum of a Bachelor degree in Accounting and 5 to 7 years of progressively responsible experience **Tavares**
- 959 Billing Specialist with one year in an office setting and one year of computer experience, also mental health setting desirable **Leesburg**
- 975 Account Executive to work Central FL marketplace, with experience such as inside/outside sales, marketing/publishing, sales management **Lake Co.**
- 976 Accounting Student with some knowledge of accounts receivable, accounts payable, and general ledger **Sumterville**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**
- 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**
- 910 Emergency Service Dispatcher must have experience in general clerical work and typing (25-35cwpm) shift work **Leesburg**
- 923 Communications Specialist – Dispatcher must have experience working in a fast pace environment and be able to use computer **Clermont**
- 940 Code Enforcement Officer responsible for enforcing land development regulations and county codes and to ensure the safety and welfare of county’s citizens, also one year of coding experience **Tavares**
- 942 Court Clerk (Traffic) with one year of clerical experience, and type 35wpm, to preparation, maintenance, and processing of court records **Tavares**
- 964 Control Room Operator for specialized security work in working the control rooms, control panels, telephones, & computerized system **Tavares**
- 965 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 972 Administrative Assistant working for the police department this position requires assisting sworn police personnel with operational and administrative priorities, activities, and assignments **Mt. Dora**

GENERAL OFFICE

- 393 Senior Administrative Specialist with two years of college or certificate in office technology **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**
- 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**
- 902 Administrative Assistant to do work coordinating a variety of utility department functions and responsibilities **Tavares**
- 918 Clerical Aide – student preferred to operator computer, fax, typewriter, calculator, copier, and other duties as assigned (2 positions) **Sumter Co.**
- 937 Clerk this full-time position working with school age children, must have good computer skills **Sumter Co.**
- 941 Office Associate IV with four years secretarial experience, also to provide assistance and information to the public **Tavares**
- 942 Court Clerk (Traffic) with one year of clerical experience, and type 35wpm, to preparation, maintenance, and processing of court records **Tavares**
- 943 Administrative Services Assistant this is a part-time to provides clerical - administrative support to the H.R. dept. **Tavares**
- 951 Clerical Assistant with basic knowledge of office equipment and the ability to perform general office functions **Mt. Dora**
- 952 Clerical Assistant I (3 positions) with the ability to perform general office support functions including basic knowledge of office equipment and the ability to work independently **Leesburg, Mt. Dora**
- 954 Front Office Clerk to provide general office support involving routine clerical duties and the ability to read and write in English **Clermont**
- 961 Permitting Technician to perform various duties in permitting, inspection, zoning, code enforcement, and two year construction industry exp. **Lady Lake**
- 965 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 967 Clerical Support Representative to perform diversified and confidential secretarial duties requiring board experience and skilled (type 50wmp) **Clermont**
- 977** Office Assistant to answer phones, good message taking a must, and other light duties, part-time with flexible hours **Eustis**
- 981 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**

HEALTH CARE AND SERVICES

- 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**
- 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**
- 903 LPN with current LPN License & CPR, also great assessment & communication skills required (8 positions many shifts available) **Tavares**
- 921 Unit Secretary to perform routine clerical/secretarial task for one or more person in the nursing unit, must have Health Care Provider Certification and be able to type 35wpm **Clermont**
- 922 Guess Services Representative with previous customer service experience required and medical terminology **Clermont**
- 932 Registration Specialist must be experience this is a full-time position working in the Admitting department (shift 3p-11:30p) **Leesburg**
- 933 CNA with current Florida License to in hospital setting there are several positions and several different schedules **Leesburg**
- 934 LPN (3 positions) must have current Florida license these are full-time positions and the shift are varies **Leesburg**

- 935 Insurance Follow-up PRN this positions is days only working in the Patient Financial Services Department **Leesburg**
- 936 Unit Secretary working 12 hours shift 7p – 7a this is a full-time position, must have medical terminology **Leesburg**
- 944 Unit Secretary must have medical terminology, have proficient computer skills, and have hospital or doctors office experience **Tavares**
- 946 Intake Representative with previous hospital/insurance experience preferred, medical terminology is helpful, keyboard, & data entry skills **Tavares**
- 947 LPN I & II with current Florida License & CPR, also must have great assessment and communication skills **Tavares**
- 958 LPN for outpatients both full and part-time, also SIPP, must have current FL State certificate nursing license **Leesburg**
- 966 Central Scheduler will communicate regularly with physicians and their offices, patients, and all ancillary and surgical areas **Clermont**
- 967 Clerical Support Representative to perform diversified and confidential secretarial duties requiring board experience and skilled (type 50wpm) **Clermont**
- 968 Clerk II with medical terminology, type a minimum of 30 wpm, and three months of Health Information Management or healthcare experience **Clermont**
- 969 Transportation Clerk II to perform advanced clerical, fiscal, and back-up dispatching duties **Bushnell**
- 973 Pharmacy Technician both full and part-time are needed, this job includes working with patients, filling prescriptions, other duties also **Leesburg**
- 981 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**
- 982 Medical Specialist this is a full-time position working with a special group of patients **Tavares**

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**
- 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**
- 864 Library Supervisor to work the Library on Wheels and be responsible for the day-to-day operation, valid FL Driver License **Sumter Co.**
- 925 Managers needed for fast food business must have effective communication skills and self sufficiency, organizational skills **Lake & Orange Co**
- 938 Sanitation Assistant Supervisor to supervises the work of a number of refuse collection crews **Tavares**

PART-TIME POSITIONS

- 872 Book Store Helper for three locations these are temporary positions Aug 1- Sept.15, 20 – 40 hrs per week **Leesburg, Clermont, Sumterville**
- 919 Library Assistant for clerical works including the circulation of library materials, the registration of patrons, & furnishing information **Villages**
- 930 Computer Teacher would like to have someone teach myself and my husband how to use are new computer in our home **Leesburg**
- 943 Administrative Services Assistant this is a part-time to provides clerical - administrative support to the H.R. dept. **Tavares**
- 963 School Crossing Guard hours are approximately 7:45a to 8:45a Mon – Fri. and From 2:45p to 3:45 all day except Wed. 1:45 to 2:45 **Minneola**
- 972 Administrative Assistant working for the police department this position requires assisting sworn police personnel with operational and administrative priorities, activities, and assignments **Mt. Dora**

- 977 Office Assistant to answer phones, good message taking a must, and other light duties, part-time with flexible hours **Eustis**

SALES

- 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**
- 983 Inside Sales & Shipping Person needed for growing fast pace plant nursery, will train right person with computer experience **Eustis/Mt. Dora**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 893 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (3 positions) **Leesburg, Village**
- 894 Environmental Service Lead this is a full-time position working 3p – 11:30p must have leadership skill and ES experience **Leesburg**
- 911 Housekeeper for routine housekeeping duties as they relate to keeping units clean requires long periods of standing **Leesburg**
- 917 Tree Trimmer must have valid Fl driver license Class-B with air-break enforcement and all phases of tree work **Mt. Dora**
- 956 Warehouse & Delivery Person with a minimum of one year retail or warehouse & delivery experience, also knowledge of freight handling **Leesburg**

SPECIALIST

- 396 Advisor this a temporary position must have Bachelor degree to provides assistance to student regarding career and curriculum planning **Clermont**
- 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**
- 887 Technical Writer to help re-design & correct the installation instructions that are in the "Installation Manuals" **Clermont**
- 916 Electrical Inspector with five years experience as a license architect, engineer, building contractor, also valid FL Driver License **Mt. Dora**
- 926 Painter to do hand painting of simple miniatures on crystal glass nail files, which would include flowers & animals (great detail not required) **Leesburg**
- 939 Library Aide/Technical Services must have two years of library experience and a valid Florida driver license **Tavares**
- 955 Prevention Specialist must be self-motivated, good leadership skills to conduct educational substance abuse groups in Lake & Sumter Co. **Leesburg**
- 957 Youth Treatment Specialist with a Bachelors degree in Human Services, to guide youth in their interactions **Leesburg**
- 960 Code Enforcement Officer I with Associate Degree and four years of experience in the building trades **Eustis**
- 971 Clerk/Driver to perform clerical, fiscal and back-up duties, also operate department vehicles in transporting riders, light maintenance **Sumter Co.**
- 978 Visual Inspector to do driver by of properties, hour are flexible, pay commission per inspection, use own vehicle **Lake Co.**
- 979 Real Estate Buyers must be able to estimate real estate valve and repairs, commission and allowance, by appointments **Lake Co.**

TRANSPORTATION

- 904 Driver must have safe driving record, class D license and previous experience, also current CPR (2 positions) **Tavares**
- 956 Warehouse & Delivery Person with a minimum of one year retail or warehouse & delivery experience, also knowledge of freight handling **Leesburg**
- 970 Driver I there are 3 positions available full, part-time and OPS to operate type 1 & 2 buses, also to perform light maintenance **Sumter Co.**
- 971 Clerk/Driver to perform clerical, fiscal and back-up duties, also operate department vehicles in transporting riders, light maintenance **Sumter Co.**
- 974 Delivery Driver this a part-time position to delivering to south Leesburg, Tavares, Eustis, and Mt. Dora areas, requires the use of personal vehicle and you will be reimbursed for mileage **Leesburg**

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**
- 927 **Governor's Job Fair**
Orlando, Florida
September 5
12 noon – 4:00
- 929 **DMD**
Disability Mentoring Day
Career Fair
September 24
Registration Deadline: September 5