



The Office of Job Placement
Employment Listings

Week of August 10, 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**
- 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**
- 920 Information Technology Technician II to do responsible technical work with personal computers, local and wide area networks, and various peripheral equipment **Bushnell**

CUSTOMER SERVICES

- 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**
- 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.**

FINANCIAL SERVICES

- 818 Controller with Bachelor Degree in Accounting or Finance and 4 – 6 years experience gained through management positions in Finance **Tavares**
- 854 Financial Counselor this is a full-time position working the day shift no experience required **Leesburg**
- 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**
- 892 Financial Analyst – Productivity to work in the Accounting department, this a full-time position and a degree is required **Leesburg, Villages**
- 895 Impact Fee Technician with AS Degree in Finance, Accounting, Public or Business Administration and 1 or 2 yrs. experience **Tavares**

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**
- 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**
- 896 Disaster Assistance Coordinator with Associates Degree in Public Safety fields and three years experience **Tavares**
- 899 Park Ranger with Associate Degree and one year experience in law enforcement, security, or ecology also FL driver license **Tavares**
- 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**

GENERAL OFFICE

389 Senior Administrative Staff Assistant 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**

881 Executive Assistant this position requires accuracy, attention to detail and the ability to multitask **Minneola**

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**

898 Office Associate III with three years experience to perform variety secretarial duties **Tavares**

902 Administrative Assistant to do work coordinating a variety of utility department functions and responsibilities **Tavares**

906 Administrative Assistant II must have valid FL driver license, also four years of clerical and office experience **Leesburg**

912 Clerical Assistant I (2 positions) with the ability to perform general office support functions including basic knowledge of office equipment and the ability to work independently **Clermont, Groveland**

913 Data Entry Clerk with one year experience in operating data key entry equipment, must be able to work independently **Leesburg**

914 Data Entry Operator with two years experience in operating data entry equipment and other office machine, also work independently **Clermont**

- 915 ESE Clerical Assistant to establishes, processes and maintains specialized and complex ESE record **Eustis**
- 918 Clerical Aide – student preferred to operator computer, fax, typewriter, calculator, copier, and other duties as assigned **Sumter Co.**

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**
- 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**
- 903 LPN with current LPN License & CPR, also great assessment & communication skills required (8 positions many shifts available) **Tavares**
- 905 Unit Secretary must have medical terminology, have proficient computer skills, and have hospital or doctors office experience **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**

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**
- 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**
- 925 Managers needed for fast food business must have effective communication skills and self sufficiency, organizational skills **Lake & Orange Co**

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**

- 897 Office Associate II this is a temporary position – duration 4 months working 27.5 hours per week with one yr. of college & two yrs. experience **Tavares**
- 900 Student Intern this is a temporary position working 25 hours per week must have personal computer experience and be at least 16 **Tavares**
- 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**

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

- 390 Maintenance Service Worker I with one year experience in providing custodial, light building maintenance or grounds services **Leesburg**
- 391 Maintenance Service Worker II with two year experience in providing custodial, light building maintenance or grounds services **Leesburg**
- 392 Trades Worker with two years maintenance and repair of automotive vehicles and small engines **Leesburg**
- 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**
- 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**

SPECIALIST

- 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**
- 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**

TRANSPORTATION

- 904 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**

- 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