



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

**Week of September 13, 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**

- 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**
- 989 System Support Specialist I-desktop this is a full-time position working varies shifts must have experience **Leesburg & Villages**
- 1037 User Support Specialist to work from instructions and manuals, installs, configures, updates, and repairs working stations including laptops, desktop computers, monitors, and other peripherals **Mt. Dora**

### CUSTOMER SERVICES

- 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.**
- 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**
- 987 Cashier this is a full-time position working varies shifts, in a health care surrounding **Leesburg**
- 1011 Customer Service Specialist with two years of general office and customer service experience to service new and existing customers **Leesburg**
- 1115 Self Care Assistant to assist instructor with classroom preparation, activities, and student with restroom use and related duties **Eustis**
- 1117 Dietary Aide to serves food to clients in the cafeteria delivers meals, and stock snacks in unit galleys **Leesburg**
- 1119 School Technician provide close supervision and assistant in daily living, assist students' needs assessment, and treatment plans **Leesburg**
- 1034 Tellers needed both full and part-time, schedule are varies student may apply tuition reimbursement **Lake Co**

## FINANCIAL SERVICES

- 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**
- 996 Insurance Specialist to work in a hospital environment this is a full-time position and experience is required **Villages**
- 1010 Accountant III requires a Bachelor degree and experience with payroll and budget preparation **Leesburg**
- 1030 Finance Supervisor is responsible for the planning, organizing, and supervision of the Finance Division **Clermont**
- 1033 Billing Assistant to assist the Billing department with day to day financial work, this is a full-time position **Tavares**

## FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**
- 1025 Police Officer applicants must have police certification from FL standards and Training, full-time officer will work rotating 12-hr. shift **Mt. Dora**
- 1038 Police Officer general duty police work involving the prevention of crime and the enforcement of law and ordinance **Eustis**
- 1039 Firefighter/Paramedic to perform individually and/or as a member of a firefighter team and will participate in fire suppression activities **Mt. Dora**
- 1040 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**

## GENERAL OFFICE

- 397 Specialist Upward Bound formal interaction with students at a secondary and/or post-secondary setting, also office experience involving public contact and knowledge of Microsoft Office is required **Leesburg**
- 943 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. **Tavares**
- 954 Front Office Clerk to provide general office support involving routine clerical duties and the ability to read and write in English **Clermont**
- 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**
- 988 Department Head Secretary working in the Foundation Department this is a full-time position (hours 8a-5p) **Leesburg**
- 1001 Office Associate II with one year of college or vocational school educations and two years experience **Tavares**
- 1002 Office Associate IV with four years secretarial experience which includes word processing, spreadsheets, & database software **Tavares**
- 1003 Administrative Assistant with general office operations, procedures, organizations, files and records **Tavares**
- 1012 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 **Minneola**
- 1013 Executive Assistant to provide support and assist the Project Director, Bachelor Degree is required, and 2-3 years experience **Tavares**
- 1016 Clerical III to assume full day to day clerical operation, coordinative standard procedures for office and maintain professional atmosphere **Leesburg**

- 1018 Reimbursement Specialist to assist in various assignments & tasks, to maintain & provide support between child care and fiscal departments **Leesburg**
- 1026 Clerical Aide – student preferred to operator computer, fax, typewriter, calculator, copier, and other duties as assigned **Villages**
- 1034 Receptionist with computer experience, Word, Microsoft XI, this company uses Horizon and e MDs **Villages**

### **HEALTH CARE AND SERVICES**

- 934 LPN (3 positions) must have current Florida license these are full-time positions and the shift are varies **Leesburg**
- 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**
- 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**
- 984 Admitting Manager this is a full-time position working varies shifts must have experience **Villages**
- 985 Registration Specialist must be experience, there are several positions both part and full-time working varies shifts **Leesburg, Villages**

- 986 AVP Nursing and Clinical Services working in the Administration Department must have Degree this is full-time position **Villages**
- 992 CNA with current Florida License to in hospital setting there are several positions and several different schedules **Leesburg**
- 993 Unit Secretary working 12 hours shift 7p – 7a this is a full-time position, must have medical terminology **Leesburg**
- 994 PBX Operator varies shifts must have previous experience ob switchboard, work status is PRN **Leesburg**
- 995 Logger/Biller this is a part-time position working the day shift (7am – 3pm) must have experience **Leesburg**
- 998 Insurance Follow-up PRN this positions is days only working in the Patient Financial Services Department **Leesburg**
- 1004 Coding Compliance Coordinator with a Health Information Management Degree and Certified Coding Specialist required **Tavares**
- 1006 Lead Pharmacy Technician must be active certified and three years of hospital pharmacy experience **Tavares**
- 1008 PCT with current CNA certification and/or Health service technician certification, also certified in BLS **Tavares**
- 1009 RN & LPN with a minimum of one year recent acute care experience, also working knowledge of preoperative nursing **Tavares**
- 1021 Ward Clerk to perform routine, non-technical clerical duties, general knowledge and awareness of mental illnesses and behavioral id helpful **Leesburg**

### **MANAGEMENT/SUPERVISORY**

- 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**
- 984 Admitting Manager this is a full-time position working varies shifts must have experience **Villages**

1008 Quality Manager minimum 3 -5 years previous supervisory experience, must be able to interact with public and staff at all levels **Tavares**

### **PART-TIME POSITIONS**

- 943 Administrative Services Assistant this is a part-time to provide 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**
- 997 Department Head Secretary this position is days only, working in the Quality Department, experience is required **Villages**
- 999 Library Page (15 hours per week) must be ability to read and write, use a computer, and be at least 16 years old **Sorrento, Minneola**
- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1020 Student Aide must be a student currently enrolled in school with a C average or about No experience required **Leesburg**
- 1023 Records Storage Facility Worker I to assist with filing, retrieval and delivery of archived records **Tavares**
- 1024 Library Page to assist patrons in the use of library computers including scheduling public internet usage **Mt. Dora**
- 1026 Clerical Aide OPS to aid in office activities to include filing, coping data, and complies records and reports **Villages**
- 1031 Computer Teacher - would like to have someone teach myself and my husband how to use are new computer in our home **Leesburg**

### **SALES**

- 983 Inside Sales & Shipping Person needed for growing fast pace plant nursery, will train right person with computer experience **Eustis, Mt. Dora**
- 1036 Sale & Service this is a full-time position working days at a local bank, this company pays school reimbursements **Leesburg**

### **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**
- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1005 Environment Service Team Leader with previous experience in management or supervisory, also hospital housekeeping a plus **Tavares**
- 1027 Kennel Worker to perform a variety of activities dealing with kennels, animals, and other various duties related to animal control **Bushnell**
- 1032 Housekeeper this is a part-time position working about 32 hours per week, experience is preferred **Tavares**
- 1028 Central Supply Technician is responsible for the inventory receipt, delivery, and restocking of par stations and issuing emergency supplies **Clermont**

### **SPECIALIST**

- 396 Advisor this a temporary position must have Bachelor degree to provides assistance to student regarding career and curriculum planning **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**
- 955 Prevention Specialist must be self-motivated, good leadership skills to conduct educational substance abuse groups in Lake & Sumter Co. **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 value and repairs, commission and allowance, by appointments **Lake Co.**
- 990 Supply Service Representative this is a full-time position working days only, must have experience **Villages**
- 991 System Support Specialist this is a full-time position working varies shifts, must have experience **Leesburg**
- 1014 Library/Media Specialist with Bachelor Degree in Library Science and two years experience **Groveland**
- 1022 Planner I this a entry-level planning position involving research and development, also conduct studies, collect and analyzes data **Eustis**
- 1029 Sports Assistant to assist with NTC Events, Camps, Clinics, Teams and individual training, also be able to instruct and coach groups **Clermont**

### **TRANSPORTATION**

- 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**

- 929 **DMD**  
**Disability Mentoring Day**  
**Career Fair**  
**September 24**  
**Registration Deadline: September 5**