



The Office of Job Placement Employment Listings

Week of September 20, 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

- 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**
- 1049 GIS Specialist II requires B.S. degree in Geography, Computer Science, or surveying, 3 yrs, experience, and FL driver license **Leesburg**
- 1073 Warehouse IT/WMS Support Specialist candidate will be an experience professional who can effectively execute all necessary responsibilities pertaining to support of out WMS, RF Device and Voice Picking system and networks while working in a team environment (2nd shift) **Groveland**

CUSTOMER SERVICES

- 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**
- 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**
- 1035 Tellers needed both full and part-time, schedule are varies student may apply tuition reimbursement **Lake Co**
- 1051 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.**
- 1060 Housekeeper to do routine housekeeping duties as they relate to keeping units clean & properly wash and sanitize **Leesburg**

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**
- 1048 Finance Reporting Manager with Bachelor Degree and four years or more work experience in accounting auditing or budgeting, also two of the four of experience must be as supervisor or manager **Leesburg**
- 1064 Patient Business Representative with two years experience in financial, business office, or customer service required **Clermont**

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**
- 1061 Dispatcher must have a significant ability to remain calm under extremely stressful situations, excellent verbal communication skills **Eustis**
- 1070 Patrol Deputy to perform a wide range of general law enforcement duties in the prevention, detection and investigation of criminal acts **Bushnell**
- 1072 Legal Secretary to work in local law office this is a full-time position for entry level legal secretary with computer and good typing skills **Eustis**

GENERAL OFFICE

- 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**
- 1002 Office Associate IV with four years secretarial experience which includes word processing, spreadsheets, & database software **Tavares**
- 1003 Administrative Assistant (part-time) with general office operations, procedures, organizations, files and records **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**
- 1043 Clerk this is a full-time position working with school age children, must have good computer skills **Webster**
- 1050 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**
- 1052 Data Entry to collect and performs data entry task, perform essential record keeping, and filing **Clermont**
- 1053 Enrichment Assistant (Teacher Assistant) to assist assigned instructor with classroom preparation and coursework delivery **Clermont**
- 1054 ESE Clerk to establish, processes and maintains specializes and complex ESE records, forms and reports **Clermont**
- 1055 Guidance Secretary to generate correspondence, memos, agendas, reports, forms manuals and other relevant duties **Tavares**
- 1056 School Secretary with knowledge of Business English, spelling, and basic math, also the ability to clearly communicate information **Clermont**
- 1058 Clerical/Teacher Assistant (Substitutes) to assist as Clerical and/or Teacher Assistant when regular employees are no available **Lake Co.**
- 1062 Staff Assistant II to do general staff assistant duties: keep appointment calendars, prepare forms and compose letters, type, use PC **Sumter Co.**
- 1065 Membership Representative to assist in the operation of the reception area of the wellness center **Clermont**
- 1072 Legal Secretary to work in local law office this is a full-time position for entry level legal secretary with computer and good typing skills **Eustis**

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 SIPP must have current FL State certificate nursing license and a minimum of one year experience in mental health setting **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**
- 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**

- 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**
- 1041 Registration Specialist must be experience, this position is working varies shifts and its PRN **Villages**
- 1044 Business Office Representative II (2 positions) with medical terminology, hospital insurance & collection experience preferred **Tavares**
- 1045 D I Clerk with saving skills and medical terminology, also hospital experience in x-ray or medical record preferred **Tavares**
- 1047 Unit Secretary (2 positions) with proficient computer skills, medical terminology, and hospital or physician office experience preferred **Tavares**
- 1050 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**
- 1059 Health Information Technician to maintain file room, retrieve and refill medical records, to record for microfilm process **Leesburg**
- 1063 Medical Records Coding Technician to communicate cooperatively and constructively with physicians, their offices, guests, patients, and member of the healthcare team **Clermont**
- 1068 RN & LPN to provide health care to inmates in a correctional setting, current Florida license is required **Tavares**

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**
- 1048 Finance Reporting Manager with Bachelor Degree and four years or more work experience in accounting auditing or budgeting, also two of the four of experience must be as supervisor or manager **Leesburg**
- 1066 Material Management Operation Supervisor operational responsibilities to include oversight of current and new processes to ensure cohesive operations of MM dept. including purchasing, receiving, central stores **Clermont**
- 1069 Recreation Director to organizes and supervises all recreational programs, pool operations, and plans special events **Fruitland Park**

PART-TIME POSITIONS

- 997 Department Head Secretary this position is days only, working in the Quality Department, experience is required **Villages**
- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1003 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. **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, copying 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**
- 1071 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**

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

- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 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

- 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**
- 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.**
- 991 System Support Specialist this is a full-time position working varies shifts, must have experience **Leesburg**
- 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**
- 1057 Sign Language Interpreter – Aide to assist teacher in the supervision of learning activities, circulating and classroom duties **Leesburg**
- 1067 Volunteer & Athletic Service Specialist is responsible to perform diverse administrative duties and provide information **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**
- 1042 Transporter to work days only shift, in the Heart Institute Department, work status is PRN **Leesburg**
- 1046 Driver, Special Transport (2 positions) with Class D driver license experience, current CPR, & heavy lifting involved **Tavares**

929

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