



The Office of Job Placement Employment Listings

Week of January 9, 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 323-3603

Sumter County 568-0001 X3603



COMPUTERS and TECHNOLOGY

- 124 Information Technology Supervisor to is responsible for the performance of variety of complex administrative, professional, and technical work, also to supervises and manage all IT personnel **Clermont**

- 134 GIS Coordinator to coordinate, implements, supervises and administers GIS Department, Bachelor Degree and five yrs experience **Bushnell**
- 139 Computer Support Technician part-time this is a paid internship with flexible hours, some travel to our facilities in Tavares & Lady Lake **Mt. Dora**
- 163 Network Analyst full-time with two years direct experience in network administration required **Tavares**
- 176 PC Technician perform repairs on customer and store stock units, assist and/or respond to customer inquires, repair, up-grade and install. **Leesburg**
- 177 Web Designer with at lease 2 years experience in designing site layout, site navigation themes and graphic design. **Leesburg**

CUSTOMER SERVICES

- 114 Child Care Caregiver must have 40 hours child care course completed or be enrolled with completion upon 90 days of hire **Tavares**
- 136 Companion Sitter prefer an individual with previous experience, must be able to work a flexible schedule **Mt. Dora**
- 137 Production Cook full-time with 2-5 years experience as a line cook and/or productions cook in hospital, hotel or institutional environment **Mt. Dora**
- 138 Servers/Tray Line Servers full and part-time previous long term care and fine dining restaurant experiance preferred **Mt. Dora**
- 140 Care Giver I must have current CPR and First Aid Certification, Certificate in 10 hours school age childcare course(9 positions) **Lake Co.**
- 159 PC Technician with A-Plus certification or 2+ years experience working knowledge of Windows XP Professional **Tavares**
- 162 Housekeeper this is a part-time position working 8 hours per week in a medical setting **Tavares**

FINANCIAL SERVICES

- 112 Accountant with 1 -3 years experience and Bachelor Degree in Accounting or Finance, also be strong communication and interpersonal skills **Tavares**
- 118 Accounts Payable part-time with knowledge of accounting and accounts payable functions, and computer skills **Leesburg**
- 145 Bookkeeper I to perform routine bookkeeping work maintaining financial records and database **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 108 Firefighter/Paramedic to perform individually and/or as a member of a firefighter team and will participate in fire suppression activities **Mt. Dora**
- 109 Police Officer this a full-time position, applicants must have police certification from FL Standards and Training **Mt. Dora**
- 126 Police Officer must be certified by Florida Police Standards and Training, position requires knowledge of general police duties **Clermont**
- 127 Police Office for general duty police work involving the prevention of crime and the enforcement of law and ordinances **Eustis**
- 130 Emergency Services Dispatcher experience in general clerical work and typing, communication, typing and computer skills **Leesburg**
- 155 Control Room Operator with the ability to learn codes and abbreviations used in computer terminal operations related to booking, releasing, and confining detainees **Tavares**
- 156 Deputy Sheriff with certified by the Florida Department of Law Enforcement, must live in Lake County within 6 months **Tavares**
- 157 Detention Deputy must have a valid FL Division of Criminal Justice Standards and Training Certification, to law enforcement care, custody, and control of inmates **Tavares**
- 158 Dispatcher requiring the operation of telephone and radio dispatching equipment used in communication center **Tavares**

GENERAL OFFICE

- 103 Office Associate II with three years experience to perform receptionist and secretarial duties **Tavares**
- 104 Office Associate III with three years experience to perform word processing, spreadsheet and database software applications **Tavares**
- 105 Office Associate IV (2positions) part-time 25 hrs per week with four years secretarial experience **Tavares**
- 106 Office Associate III with three preferences given to applicants with Med Waiver, Medicaid, FDOT, and TD billing experience **Tavares**
- 110 License Clerk to input information collected from customers into an automated system to issue licenses and passports **Tavares**
- 111 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes **Tavares**
- 120 Clerical Support with one year office setting and type 35 wpm and to demonstrates good verbal and written communication skills **Leesburg**
- 121 Clerical Support with three years experience and the ability to accurately handle money, and display excellent telephone skills **Leesburg**
- 129 Clerical Assistant Temp/part-time to work 18 to 30 hours per week to perform routine clerical support **Leesburg**
- 132 Staff Assistant I for advanced clerical work that is performed in accordance with prescribed and well established procedures **Bushnell**
- 141 Clerical Assistant I to type repots, to file, also to establish, collect, organize and maintain data **Tavares**
- 142 Clerical Assistant II to perform general office functions to include basic knowledge of office equipment **Tavares**
- 143 Clerical Assistant II general office duties, including answers telephone, file, data entry, and other duties as assigned **Eustis**
- 144 Fiscal Assistant I to assist in the intake and pre-screening processes for PIC/JTPA clients, also to disseminate information **Eustis**

- 146 Clerical Assistant I to type reports, correspondence or other information related to the operation, also data entry **Groveland**
- 147 Data Entry Operator to collect and perform data entry tasks and numerous essential record keeping **Eustis, Leesburg, Mt. Dora**
- 148 ESE Clerical Assistant II to establishes, processes, and maintains specializes and complex ESE records, ESE forms, and reports **Clermont**
- 149 Secretary I to collect, organize, establish, and maintain data pertaining to assigned clerk tasks and department reports **Groveland**
- 166 Executive Assistant/Administrative Aide to perform secretarial and executive support activities to assist executives **Leesburg**
- 180 Administrative Assistant/Receptionist that will be primary working the front desk, must be able to work with multi-phone lines **Orlando**

HEALTH CARE AND SERVICES

- 113 Business Office Rep II with medical terminology, hospital insurance and collection experience, computer keyboarding, and data entry **Tavares**
- 115 Database Coordinator with AS Degree and three years experience in clinical laboratory operations **Tavares**
- 116 Transcriptionist with one year experience in medical-surgical and radiology transcription must have medical terminology **Tavares**
- 117 PBX Operator must have pervious experience on switchboard, also be proficient with computer keyboard and data entry **Tavares**
- 123 Patient Account Clerk to collects demographic and admission information, admits clients, and verifies all information **Leesburg**
- 151 Coding Analyst with completion of coding certificate program or Degree in Health Information Management **Clermont**
- 153 Unit Secretary full/part-time positions available must have medical terminology I and II **Clermont**

- 154 Clerk II with 2-4 years medical records experience, must have computer skills, and Medical Terminology certification **Clermont**
- 160 RN & LPN to provide health care to inmates in a correctional setting must have current FL license **Tavares**
- 161 CNA/HHA part-time (24 hrs/wk) with minimum 6 months of home health experience **Tavares**
- 164 Medicaid Specialist this a part-time position must have two years relevant experience **Tavares**
- 170 Registration Specialist & Specialist I both full & part-time positions available, experience required for some jobs **Leesburg**
- 171 Registration Specialist part-time working varies shifts, pay is Bi-weekly, no experience mention **Villages**
- 172 Registration Specialist II/PBX Operator to work varies shifts and in the work pool, must have experience **Villages**
- 173 Health Information Technician (HIT) three positions available, both PRN and part-time, must have experience **Leesburg**
- 174 PBX Operator full-time switchboard experience is required, proficient with computer and data entry **Leesburg**
- 181 Medical Assistant or LPN needed full-time for area physician office, this is a Monday to Friday paying \$10-14 per hr. **Leesburg**

MANAGEMENT/SUPERVISORY

- 119 Child Care Program Manager will be accountable for full operational, functional and budgetary aspects **Leesburg**
- 125 Human Resources Supervisor this position is responsible for the planning, organizing, and supervision of the HR Dept. **Clermont**
- 169 Accounting Manager this is a full-time position working 40 hours per week, day shift, must have a Degree **Leesburg**
- 178 Correspondence Manager needed for national company this is a home based position 8 – 10 hours per week **Lake Co.**

PART-TIME POSITIONS

- 101 Library Page 15 hours per week to keep library in good order, also to assist the general public, must have good computer skills **Paisley**
- 102 Library Page to work 15 hrs per week to keep library in good order, also to assist the general public, must have good computer skills **Astor**
- 107 Student Intern this is a temporary part-time position, must be a current student in school to qualify and have computer experience **Tavares**
- 131 Clerical Aide to work in the Library Service Department this is a position for a student to help with office activities (3 positions) **Lake Panasoffkee, Villages**
- 167 Clerical Aide-Student to work in the administration office to aid in office activities must be least 16 yrs. old **Bushnell**

SALES

- 135 Retail Sales part-time for store specializing in the sale of sun-activated, color changing products **Villages**
- 138 Sale & Customer Service with exceptional communication and organizational skills, must be able to multi-task **Villages**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 133 Kennel Worker to assist public with drop off and adoption of animals as well as maintain accurate records of such activities **Bushnell**
- 150 Utility Workers to washing dishes, mopping floors, delivering food, trash removal, must be able to work flexible schedule **Mt. Dora**

SPECIALIST

- 128 Library Assistant II AS Degree or two years of college must have practical experience with PC, including word processing **Fruitland Park**
- 122 Human Resources Generalist I for recruiting, screening, and processing suitable personnel our programs **Leesburg**
- 152 Central Supply Technician for inventory receipt, delivery, and restocking of par stations and issuing of emergency supplies **Clermont**
- 175 Telecommunication Technician I must have experience hours are 8a – 5p, full-time **Villages**
- 179 Jewelry Repair Person will train the right individual to work as a bench jeweler repairing fine jewelry and stone setting **Villages**

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Mayor's Job Fair
Central Florida Fair Exposition Park
12 noon to 4:00 pm
January 31, 2007