



The Office of Job Placement
Employment Listings

Week of January 24, 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 435-6306

Sumter County 568-0001 X6306



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**
- 183 CAD Technician with AutoCADD training and three years AutoCADD drafting experience must have FL Class E driver license **Tavares**
- 192 IT Support Specialist to perform a broad variety of duties assisting the Network Administrator to maintain the computer system **Eustis**
- 204 Information Technology Support Technician for complex and responsible technical work with personal computers, intermediate networking technician skills, set up equipment, install hardware & software **Bushnell**

CUSTOMER SERVICES

- 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 production 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 experience 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**

- 201 Counselors needed for summer camp lifeguards, track leaders, and activities leaders also work as counselor (\$100 early commitment bonus if all paperwork is in and you are accepted by Mar. 15, 2007) **Vero Beach**
- 208 Front Counter/Customer Service person that is bilingual to work in fast paced environment with computer skills, abilities to lift 50 lbs **Eustis**
- 215 Web Design Intern/Student-company looking for a student who wants hands-on web design experience **Apopka**
- 228 Cashier with experience to work in the food and nutrition department this is a part-time regular position **Leesburg**
- 235 Cashiers & Inspectors needed full/part-time to work varies schedules with the ability to lift 40lbs. **Leesburg**
- 236 Servers, Line Cooks, Dishwashers needed to work both full/part-time, pay depends on experience **Villages**

FINANCIAL SERVICES

- 369 Senior Specialist Accounting AS Degree in Business preferred and one year experience in billing and accounts receivable, basic math, computer entry and general office procedures **Leesburg**
- 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**
- 195 Chief Financial Officer must have Master Degree in Finance, Accounting, CPA Certification with 5 to 7years progressively responsible supervising or management experience **Tavares**
- 197 Payroll/HRIS Representative with working knowledge of word processing, spreadsheet, payroll software (Paychex/Stromberg) **Clermont**
- 220 Bookkeeper/Receptionist this is a part-time position that may become full computer skills required **Eustis**

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**
- 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**
- 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**
- 184 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinances **Tavares**
- 193 Staff Assistant III (Police Dept.) for highly specialized and responsible administrative clerical work **Eustis**
- 198 Police Officer to do general police duties plus additional essential job functions for police officers patrolling the Villages **Lady Lake**
- 200 Firefighter/Paramedic with FL Firefighter & FL Paramedic certification with current ACLS, CPR, and Class D driver license (full&part-time) **Clermont**
- 202 Patrol Deputy to performs a wide range of general law enforcement duties must have completed FL Basic Police Recruit School or have certificate from Criminal Justice Standards and Training Commission **Bushnell**
- 203 Civil Warrants Clerk (part-time) for general office work involving filing, typing, computer entry and retrieval **Bushnell**

GENERAL OFFICE

- 368 Administrative Specialist this is a permanent part-time position, managing the information desk and assists with Admissions/Records Office **Leesburg**
- 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**
- 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**
- 193 Staff Assistant III (Police Dept.) for highly specialized and responsible administrative clerical work **Eustis**
- 207 Clerical need as floater with PRN status with computer skills and customer service abilities **Tavares**
- 214 Receptionist/Office Representative with computer skills, customer service, Articulate, 440 Property and Casualty license (completed within 3 months of employment) **Eustis**
- 219 Secretary for performing clerical duties involving filing, phones, faxing, invoicing, sales assistant **Leesburg**
- 221 Office Associate II with two years secretarial experience that includes word processing, spreadsheet, and database software applicator **Tavares**
- 225 Veterans Service Counselor I to provide clerical and administrative office support in assisting veterans and their dependants **Bushnell**
- 226 Office Assistant I to do general clerical duties including filing, typing, sorting, answer phones, and computer input **Bushnell**
- 230 Clerical Assistant for general office support involving routine clerical duties knowledge of basic office systems and procedures **Clermont, Mt. Dora**

- 231 Data Entry Operator to collect and perform data entry tasks, to keep files organized and maintained, and other duties **Eustis, Groveland**
- 232 ESE Clerical Assistant I to assist guidance counselor and ESE teachers in developing/maintaining lists, and other duties as needed **Groveland**
- 237 License Clerk to input information collected from customers into an automated system to issue licenses and passports **Tavares**

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**
- 123 Patient Account Clerk to collect 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**
- 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**
- 170 Registration Specialist & Specialist I both full & part-time positions available, experience required for some jobs **Leesburg**
- 171 Registration Specialist full and part-time working varies shifts, pay is Bi-weekly, no 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**
- 186 Intake Representative previous hospital/insurance experience required, admitting experience and medical terminology helpful **Tavares**
- 187 Legal Secretary with minimum of two years experience as a legal secretary, preferably in a healthcare setting **Tavares**
- 188 PCT/Unit Secretary with FL CNA, BLS, one year direct patient care and medical terminology required **Tavares**
- 189 Unit Secretary must have proficient computer skills, Series experience preferred, also medical terminology required **Tavares**
- 194 Health Information Specialist Technician to work the day shift must have experience **Villages**
- 196 Coding Technician must have AS Degree in HIM, coding certification, and one year health care coding **Clermont**
- 229 Unit Secretary this is a part-time position working 12 hour shifts 7pm to 7am, must have medical terminology **Villages**
- 233 Patient Registration Representative must have medical terminology, computer and typing/keyboard skills **Clermont**

MANAGEMENT/SUPERVISORY

- 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.**
- 227 Interim Assistant County Administrator this is a highly responsible administrative and a management position serving as the principal and second in command in all issues **Bushnell**
- 238 Assistant Store Manager this is a full-time position must be able to lift 40lbs, push, pull, and stand **Leesburg**

PART-TIME POSITIONS

- 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**
- 131 Clerical Aide to work in the Library Service Department this is a position for a student to help with office activities (2 positions) **Lake Panasoffkee, Villages**
- 224 Recreation Aide temporary/part-time this is entry level position to organize and direct activities and events **Eustis**

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**
- 211 Sale Coordinator with the ability to be successful in an extremely fast-paced and somewhat ambiguous environment **Leesburg**

- 212 Residential Field Sales to acquire new and upgrade current subscribers by conducting door to door canvas, appointment **Leesburg**
- 218 Sale Representative/Technical Support need a motivates individual for inside sales, technical support, and customer service **Leesbur**

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**
- 185 Service Trades Worker I this is an entry level skilled maintenance work of City buildings, property, and facilities and equipment **Tavares**
- 190 Recreation Services Manager to direct, manage, supervise and coordinate the services, activities, projects, and facilities of the dept. **Mt. Dora**
- 199 Public Works Operator I for semi-skilled manual work in the performance of laboring & operating of construction & maintenance equipment **Lady Lake**
- 213 Communications Technician I to install and service cable products to commercial and residential customers **Leesburg**
- 216 Lead Warehouse Worker this position involving all aspects of the warehouse operation **Leesburg**
- 217 Warehouse Worker this is an entry level position involving stocking, picking orders, packaging, and other support functions **Leesburg**
- 222 Material Clerk full-time must have basic computer skills, knowledge of medical products, and the ability to lift 50 lbs. **Tavares**

SPECIALIST

- 367 Powerlineman Instructor to teach, curriculum development, advising, lab and equipment maintenance, this is part-time, contract-based position **Leesburg**
- 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**
- 191 Planning Technician for entry level position work involving research and development **Eustis**
- 210 Marketing Specialist must be a team player with demonstrated ability to manage multiple projects and tasks simultaneously **Leesburg**
- 223 Procurement/Inventory Agent with AS Degree and three years experience in buying and procurement **Mt. Dora**
- 234 Animal Control Officer to enforce the town’s animal control ordinance and state laws relating to animals and the public safety **Lady Lake**

165

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