



The Office of Job Placement
Employment Listings

Week of October 17, 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

989 System Support Specialist I-desktop this is a full-time position working varies
shifts must have experience **Leesburg & Villages**

- 991 System Support Specialist this is a full-time position working varies shifts, must have experience **Leesburg**
- 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**
- 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**
- 1109 PC Technician with one year of IT experience and “A+” certification, a working knowledge of Windows XP Professional **Tavares**
- 1132 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**
- 1141 Computer Operator/Help Desk with one year responsible experience in basic computer operations, with thorough knowledge of AS400 **Tavares**
- 1155 Information Technology Administrator with a bachelor degree in Information Science and certification in Network Administration with 8 years in installing, configuring, and supporting computer network **Lady Lake**
- 1164 System Administrator with Windows 2003 and SBS2003 skills, also Network Administration, CITRIX, back-up/Recovery **Villages**

CUSTOMER SERVICES

- 1019 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, varies schedules, student may apply, tuition reimbursement **Lake Co.**
- 1036 Tellers needed both full and part-time, schedule are varies student may apply tuition reimbursement **Lake Co**
- 1060 Housekeeper to do routine housekeeping duties as they relate to keeping units clean & properly wash and sanitize **Leesburg**

- 1074 Cashier this is a full-time position working varies shift, in the food and nutrition department at a healthcare facility (2 positions) **Leesburg**
- 1140 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.**
- 1160 Child Care to care for two children in our home, girl 3 years & boy 18 months; Mon. 8:30am – 5pm, Wed. 8:30am – 2pm, & Thur. 8:30am – 5pm **Clermont**

FINANCIAL SERVICES

- 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**
- 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**
- 1098 Finance Clerk/Payables is responsible for processing invoices for payment, must have two years of previous accounting/bookkeeping **Tavares**
- 1099 Assistant Director of Finance with Bachelor Degree in accounting or business administrative, supplemented by five years of progressively responsible experience in experience **Mt. Dora**
- 1117 Accountant to compiles financial information, processes journal entries into varies accounts, reconciles reports, & financial data **Clermont**
- 1125 Senior Financial Analyst with a Master Degree in Financial Accounting or related field this is a full-time position **Leesburg**
- 1133 Accounts Receivable Representative previous experience with insurance claims and medical billing required **Tavares**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**
- 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**
- 1082 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **Tavares**
- 1148 Firefighter to respond to fire alarms, drive and operate fire department equipment and apparatus, to assist with the aftermath activities if disaster, also must have current certification **Eustis**
- 1156 Firefighter/EMT Florida Firefighter II certificate, FL EMT and CPR for Healthcare Providers required **Clermont**
- 1166 Firefighter/Paramedic this is a part-time position, must have FL FF certification, FL Paramedic Cert. with current ACLS cert. CPR for Healthcare Providers and valid FL Class "E" driver license **Clermont**

GENERAL OFFICE

- 1002 Office Associate IV with four years secretarial experience which includes word processing, spreadsheets, & database software **Tavares**
- 1034 Receptionist with computer experience, Word, Microsoft XI, this company uses Horizon and e MDs **Villages**
- 1058 Clerical/Teacher Assistant (Substitutes) to assist as Clerical and/or Teacher Assistant when regular employees are no available **Lake Co.**
- 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**

- 1081 Administrative Assistant to track and schedule meetings, prepare monthly reports, help with annual budget, and other duties assigned **Tavares**
- 1097 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. **Tavares**
- 1113 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**
- 1114 Real Estate Assistant for data entry, marketing research, answer phones, delivers brochures, and multi-tasking **Eustis**
- 1115 Administrative Assistant for data entry, assisting in freeing management, hours 7am – 4:30pm **Leesburg**
- 1116 Administrative Assistant with a professional attitude, computer knowledge, good communication skills, phone & letter/memo writing **Leesburg**
- 1120 Receptionist part-time to answer phones, file, fax, take payments, greet, and route clients, prefer bi-lingual in Spanish **Fruitland Park**
- 1122 Receptionist – part-time for every other Saturday 9:30am – 6:00pm, pay commensurate with experience **Leesburg**
- 1131 Office Associate III to perform a variety of secretarial duties in accordance to established policies and answer phones **Tavares**
- 1137 Administrative Assistant I one year of clerical and office experience, also computer experience with THE Naviline software **Leesburg**
- 1138 Administrative Assistant II with a professional attitude, computer knowledge, good communication skills, phone & letter/memo writing, four years clerical experience and Microsoft applications **Leesburg**
- 1142 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**
- 1143 ELC Assistant Coordinator with planning and development of curriculum and ELC activities, assist with personnel training **Mt. Dora**
- 1144 ESE Clerical Assistant II to establishes, processes and maintains specializes and complex ESE records, forms and reports, & type 45wpm **Clermont**
- 1146 Billing Clerk one year experience in an office setting along with one year of computer experience **Leesburg**

- 1150 Clerical Support Representative to performs diversified and confidential secretarial duties requiring board experience and skilled knowledge of organization policies and practices for manager or director **Clermont**
- 1153 Guest Services Representative II to maintains patients, family and staff confidentiality, work effectively with others **Clermont**
- 1158 Administrative Assistant, Office Manager, & Personal Assistant with high level computer skills, marketing experience **Lady Lake**
- 1163 Quality & Compliance/Education Specialist this is a full-time position in Healthcare related experience and excellent computer skills **Tavares**

HEALTH CARE AND SERVICES

- 984 Admitting Manager this is a full-time position working varies shifts must have experience **Villages**
- 992 CNA with current Florida License to in hospital setting there are several positions and several different schedules **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**
- 1007 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**
- 1044 Business Office Representative II (2 positions) with medical terminology, hospital insurance & collection experience preferred **Tavares**

- 1047 Unit Secretary (2 positions) with proficient computer skills, medical terminology, and hospital or physician office experience preferred **Tavares**
- 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**
- 1076 Pathology Transcriptionist work in the Laboratory Department this is a full-time position working days only **Leesburg**
- 1077 CNA/Unit Secretary with current Florida License to work in hospital setting, also must have medical terminology **Leesburg**
- 1078 OR Transporter/CNA this is a full-time position working 8a – 5p, must have current FL CNA License **Leesburg**
- 1079 Unit Secretary working 3p – 11:30p this a full-time position, must be experience and have medical terminology **Villages**
- 1113 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**
- 1126 LPN (5 positions) must have current Florida license these are full-time positions and the shift are varies **Leesburg**
- 1127 Pharmacy Technician both full and part-time are needed, this job includes working with patients, filling prescriptions, other duties also **Leesburg**
- 1134 LPN to provide health care to inmates in a correctional setting, current Florida license is required **Tavares**
- 1135 Transcription Support Analyst experience in Windows-based microcomputer applications, also excellent communication skills **Tavares**
- 1136 Staffing Coordinator is responsible for staffing private duty and medical facility orders and assist in preparation of payroll and billing **Tavares**
- 1147 LPN – SIPP one year nursing experience in a mental health setting, must be a graduate of an accredited school of nursing **Leesburg**

- 1151 Clerk II working in the HIM department to communicates cooperatively and constructively with physicians, their offices, guests, patients **Clermont**
- 1152 Central Scheduler to communicate with physicians patients and all ancillary and surgical areas to include: scheduling, rescheduling, and cancellation of single/multiple test and procedures **Clermont**
- 1161 Medical Records Auditor this is a full-time position with health care related experience preferred **Tavares**
- 1162 RN, LPN, & CRN there are several positions available work both PRN Status and full-time **Tavares**
- 1163 Quality & Compliance/Education Specialist this is a full-time position in Healthcare related experience and excellent computer skills **Tavares**

MANAGEMENT/SUPERVISORY

- 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**
- 1124 Assistant Store Manager for new store opening 20 minutes from Clermont, this a leading retail store **Winter Gardens**

PART-TIME POSITIONS

- 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**
- 1026 Clerical Aide OPS to aid in office activities to include filing, coping data, and complies records and reports **Villages**
- 1085 Library Page experience in library or comparable setting will be working 25 hours per week, days and hours will vary **Leesburg**
- 1097 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. **Tavares**
- 1103 Library Assistant for clerical works including the circulation of library material, the registration of library patron, & furnishing information **Sumter Co.**
- 1114 Real Estate Assistant for data entry, marketing research, answer phones, delivers brochures, and multi-tasking **Eustis**
- 1120 Receptionist part-time to answer phones, file, fax, take payments, greet, and route client, prefer bi-lingual in Spanish **Fruitland Park**
- 1149 Driver I to operates type 1 & 2 buses in transporting passengers and commodities to assigned destinations, valid FL Class "C" license **Bushnell**

SALES

- 1036 Sale & Service this is a full-time position working days at a local bank, this company pays school reimbursements **Leesburg**
- 1118 Sales & Customer Service must be enthusiastic, friendly, and courteous part-time who will provide superior customer service and sale **Villages**
- 1123 Sales looking for workers for a leading store that is opening a new store 20 minutes from Clermont **Winter Gardens**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1028 Central Supply Technician is responsible for the inventory receipt, delivery, and restocking of par stations and issuing emergency supplies **Clermont**
- 1080 Environmental Technician with an Associates Degree and a valid Florida Driver License Class "E" **Tavares**
- 1086 Mobile Equipment Operator II must possess a Class "A" CDL or the ability to obtain one within 6 months, requires two yrs. experience **Leesburg**
- 1100 Journeyman Electrician/Trades Worker to perform repair and maintenance on all electrical service and equipment in city-owned facilities **Mt. Dora**
- 1107 Environmental Aide II for maintaining and cleaning and sanitation requirements of operating room, managerial, employees and patients areas **Clermont**
- 1108 Environmental Services Lead assist the supervisor in the operation and cleaning of patient and non-patient areas **Clermont**
- 1119 Jewelry Repair reliable candidate who is proficient and is willing to learn the art of fine jewelry repair and stone setting **Villages**
- 1126 Environmental Services I there are several positions working varies schedules and shifts **Leesburg**
- 1130 animal Control Officer to enforces ordinances governing the care and keeping of domestic animals and livestock **Tavares**
- 1154 Utilities Distribution/Collection Technician I with one year or more experience in manual labor, including operation of small equipment and some maintenance, have a class "D" FL license, and the ability to obtain Class "C" **Lady Lake**

SPECIALIST

- 991 System Support Specialist this is a full-time position working varies shifts, must have experience **Leesburg**
- 1067 Volunteer & Athletic Service Specialist is responsible to perform diverse administrative duties and provide information **Clermont**
- 1084 Library Assistant/Technician Services with one year of experience in a library or related field **Leesburg**
- 1104 Library Assistant this position requires considerable contact with the public, must have general library experience **Villages**
- 1106 Material Processor/Sterile Processing Technician responsible for maintaining and controlling all supplies requisitions **Clermont**
- 1110 Report Writer to type incident reports as deputy verbalizes it over the telephone, must be able to type 35wmp **Tavares**
- 1129 Environmental Specialist with Bachelor degree in biology, geology, botany, environmental resource management and four years of experience **Tavares**
- 1139 Buyer work involves the ability to communicate with vendors and personnel in order to discern needs and ability to furnish needed materials **Leesburg**
- 1157 Tax Preparer flexible hours, very competitive pay, we will fully train, Bi-lingual is a big plus **Lake Co.**

TRANSPORTATION

- 1046 Driver, Special Transport with Class D driver license experience, current CPR, & heavy lifting involved **Tavares**
- 1128 Delivery Service Driver/Operator with one year experience of delivery or related training, valid Florida Class "E" driver license **Tavares**
- 1145 Lead Driver/Liaison with one year experience in student transportation and valid Florida CDL Class "B" license **Tavares**
- 1149 Driver I to operates type 1 & 2 buses in transporting passengers and commodities to assigned destinations, valid FL Class "C" license (part-time) **Bushnell**

VOLUNTEERS

- 1159 Volunteers with a wide range of skills are needed, many opportunities are available: entertainers, magicians, musicians, office staff, housekeepers, ground maintenance, painters, and carpenter **Sorrento**

1165

JOB FAIR
LEESBURG COMMUNITY CENTER
Venetian Gardens, Leesburg
October 26, 2007
10AM – 5:30PM