



## The Career Center Employment Listings

Week of October 3, 2006

If you find an interesting listing, please go to the Lake-Sumter  
Community College Career Center in LC 109 for more information or  
call the Career Center

Lake County 323-3603

Sumter County 568-0001 X3603



### COMPUTERS and TECHNOLOGY

952 Information Technology Technician students majoring in computer systems/software who can assist with computer systems

**Altoona**

973 Network Technician II to perform troubleshooting and installation of software and hardware on computer units **Leesburg**

974 Web Administrator to manage all aspects of the Web systems including design, release, and maintenance **Leesburg**

### **CUSTOMER SERVICES**

926 Hosts, Servers, Bussers, Bartenders, Line Cooks, Prep Cooks & Dishwashers needed, will work with class schedule **The Villages**

927 Hair Stylist needed for busy Beauty Salon employee are paid 60%, also would like manicurists **Wildwood**

928 Front Desk Clerk needed for Thursdays and Sundays from 3 -11 pm set, additional hours when available **Tavares**

938 Cooks, Servers, Hosts, and Dishwashers needed to work varies schedules, employer is willing to work with student schedule **Clermont**

955 Care Giver this is a part-time position for one weekend per month at a camp for children and adults with disabilities (pays \$125 per weekend) **Sorrento**

962 Customer Service/ Pretzel Maker with good people skills, energetic and able to work in a fast pace environment **Leesburg**

969 Welcome Center Worker this is a part-time/on call/as needed hour vary, to provide information about attractions, events, motels, and restaurant; also must be able to read map and give directions **Lake Co.**

975 Child Care Giver for Extended Learning Center must have current CPR, First Aid Certification; also 10 hour school age childcare Certification, Complete 10 hours approve in-school training per yr. **Eustis, Fruitland Park, Mt. Dora**

993 Teller must have the ability to work as part of a team in a fast-paced, high-volume cash handling environment **Orlando**

## FINANCIAL SERVICES

- 914 Financial Counselor with excellent customer service and communication skills required; experience and comfortable with collections **Tavares**
- 950 Accounting Associate may be 2nd years accounting student with advanced Microsoft Word and Excel skills **Leesburg**
- 968 Billing and Collection Clerk with a minimum of one year accounting and bookkeeping experience **Tavares**
- 976 Bookkeeper II to perform routine to moderately complex bookkeeping work, maintaining financial records **Tavares**

## FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 929 Firefighter/EMT to work as team member and/or individually in carrying out a variety of assignments in emergency firefighter situations **Tavares**
- 935 Firefighter I to respond to fire alarms, drive and operate fire department equipment, to assist in rescue operations, and other duties as required; must be FL State Firefighters Minimum Standard Certificate (3 position) **Eustis**
- 943 Deputy Sheriff general law enforcement and public safety work in protection of life and property, must be FL certificate **Tavares**
- 944 Detention Deputy must have valid FL Division of Criminal Justice Standards and Training certificate **Tavares**
- 947 Police Officer for general duty police work in the protection of life and property, must be FL certificate **Tavares**
- 948 Police Officer full-time to work rotating 12-hour shift, must have police certification from FL Standards and Training **Mt. Dora**
- 949 Police Officer general duty police work involving the prevention of crime and the enforcement of law and ordinance **Eustis**
- 958 Firefighter/Paramedic needed part-time must have all certifications and have a valid FL Class "E" driver license **Clermont**
- 961 Police Officer must be certified by Florida Police Standards and Training, also pre-employment physical, drug screen and back ground check **Clermont**

991 Police Office general duty police work in the protection of life and property through the enforcement of laws and ordinances **Lady Lake**

993 Crime Scene Investigator this position requires all aspects of crime scene processing and collection of evidence and other property **Tavares**

### **GENERAL OFFICE**

344 Senior Administrative Specialist with two years experience working in an office setting providing clerical tasks & interacting with public **Leesburg**

348 Administrative Staff Assistant needed to provide information and assistants to clients, students, and employees **Leesburg**

920 Recording Clerk duties will include cashiering, indexing/verifying, scanning, deed sales, and other duties of similar nature **Tavares**

921 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes, of regular and special meetings **Tavares**

931 Office Associate III with three years experience and knowledge of word processing, spreadsheet and data-entry software **Tavares**

933 Office Associate II with two years experience to perform receptionist and secretarial duties **Tavares**

941 Control Room Operator ability to learn coded and abbreviations used in computer terminal operations related to booking, releasing, and confining detainees, the ability to react promptly and correctly in emergency **Tavares**

956 Secretary/Receptionist needed for busy law office, must knowledgeable in Word, Outlook, and Excel **Leesburg**

971 Administrative Assistant II will be responsible for providing information, customer service, and data entry **Leesburg**

972 Customer Service to service new and existing customer accounts to issue work orders and other duties assigned **Leesburg**

977 Secretary II to provide administrative support involving secretarial duties to organize operation of office activities **Leesburg**

978 Clerical Assistant I to type reports, to establishes, collects, organizes, and maintain data **Clermont, Leesburg**

- 980 Administrative Secretary this is a part-time position performing clerical and administrative secretarial duties **Mt. Dora**
- 981 Building Permit Clerk to assist customers and facilitates the coordination of the department, two years experience **Mt. Dora**
- 983 Staff Assistant I (2 positions) one in the Information Technology and one in the Building Services Department **Sumter Co.**
- 984 Staff Assistant II to do advanced and difficult clerical, secretarial, and staff assistant work, which includes operation if a PC keyboard **Sumter Co.**

### HEALTH CARE AND SERVICES

- 939 Receptionist this is a part-time position, medical and computer experience preferred **Leesburg/Lady Lake**
- 964 Business Office Rep must have medical terminology, hospital insurance and collection experience **Tavares**
- 965 Unit Secretary there are 3 positions requires computer skills and Medical Terminology **Tavares**
- 982 Medical Administrative Assistant with two years experience in clerical, office manager or administrative position required **Leesburg**
- 986 Department Secretary to work in Patient Care Administration Department this a full-time position working days only **Leesburg**
- 987 Health Information Service Technician to do datasets, data source, and healthcare delivery system duties **Leesburg**
- 988 Patient Information Ambassador this is a part-time position the hours are 10am to 10pm **Leesburg**
- 989 Receptionist to work in the Diagnostic Imaging Department this is a part-time working weekends the day shift **Leesburg**
- 990 Transcriptionist will be working in the Lab this is a part-time position the schedule will vary must have medical terminology **Leesburg**

### **MANAGEMENT/SUPERVISORY**

- 954 Information Technology Manager for highly responsible technical and supervisory work managing computer service operation **Eustis**
- 963 Manager for local business with good people skills that can make schedules, order, and other management duties **Leesburg**
- 967 Team Leader must be able to read and write English, also carefully follow written and verbal instruction (2 position) **Tavares**
- 985 Office Supervisor to perform advanced clerical, fiscal, and backup dispatching duties in support of the transit department **Sumter Co.**

### **PART-TIME POSITIONS**

- 923 Customer Services with good computer skills, able to lift 30 – 40 pounds, and it would be helpful to be Bi-Lingual (2 positions) **Eustis**
- 937 Clerical Aide – Student to aid in library with clerical duties, maintain computer data, operate office machines **Coleman, Villages**
- 955 Counselors to work one weekend per month at camp designed for children and adults with disabilities **Sorrento**
- 957 Softball Scorekeeper needed for 12 hours per week to assist the Recreation Department. Must be at least 16 years old **Clermont**
- 959 School Crossing Guard to work 10 hours per week, drug screen and back ground check required **Clermont**
- 969 Welcome Center Worker this is a part-time/on call/as needed hour vary, to provide information about attractions, events, motels, and restaurant; also must be able to read map and give directions **Lake Co.**

### **SKILLS/CRAFTS/TRADES/TECHNICAL**

- 953 Service Technician with electronic background with mechanical ability, familiarity with land surveying is helpful **Altoona**

### **SPECIALIST**

- 351 Coordinator to plan, develop, coordinate, manage and monitor CROP and College Board activities and services, this is part-time position **Leesburg**
- 353 Senior Administrative Specialist must have one year experience in warehousing and mailroom setting **Leesburg**
- 922 Benefits Specialist this a full-time position must have benefits and HR generalist experience, good computer & customer service skills **Tavares**
- 930 Zoning Technician performs technical and administrative review of building plans and issue permits **Tavares**
- 960 Communication Specialist Dispatcher with the ability to comprehend and carry out oral and written instructions **Clermont**
- 970 Housing Intake Specialist AS Degree in Business Administration, Public Admin. Human, Social Science and two years experience **Tavares**
- 992 Book Lay-Out Helper to help Writer layout her book using shared computer program **Lake Co.**

### **TRANSPORTATION**

- 951 Bus Driver/Youth Worker must have CDL class B w/passenger, also be capable of working with many children simultaneously **Eustis**
- 966 Driver for special transport Class D driver license with a safe driving record, also current CPR **Tavares**
- 979 School Bus Driver to operate transportation vehicles with heightened awareness and to perform safety inspections **Lake Co.**