



The Office of Job Placement
Employment Listings

Week of October 5, 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**

- 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**
- 1093 Computer Lab Assistant with the ability to lead student activities and basic operating knowledge of computer equipment **Clermont**
- 1094 PC repair Technician the purpose of this job is to address, follow-up and resolve hardware and software issues with end user applications **Tavares**
- 1109 PC Technician with one year of IT experience and “A+” certification, a working knowledge of Windows XP Professional **Tavares**

CUSTOMER SERVICES

- 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, 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 **Leesburg**
- 1087 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.**

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**
- 1088 Bookkeeper I to perform routine bookkeeping work, involving fiscal records, according to the general standard accounting rules **Leesburg**
- 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**

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**
- 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**
- 1082 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **Tavares**

GENERAL OFFICE

- 1002 Office Associate IV with four years secretarial experience which includes word processing, spreadsheets, & database software **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**
- 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.**
- 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**

- 1081 Administrative Assistant to track and schedule meetings, prepare monthly reports, help with annual budget, and other duties assigned **Tavares**
- 1089 Clerical Assistant with the ability to perform general office support functions to include basic knowledge of office equipment **Clermont**
- 1090 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 **Minneola**
- 1091 Data Entry to collect and performs data entry task, perform essential record keeping, and filing **Mt. Dora**
- 1092 ESE Clerk to establish, processes and maintains specializes and complex ESE records, forms and reports **Clermont**
- 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**

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**
- 1075 Health Information Services/Records Technician this is a full-time position working 3p – 11:30p shift **Leesburg**

- 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**
- 1083 Centralized Scheduling Representative with the ability to type 35wpm with 95% accuracy, basic computer & verbal communication skills **Tavares**
- 1113 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **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**
- 1111 Maintenance Supervisor for the Public Works Department this is a semi-skilled manual work, also operating varies equipment **Lady Lake**
- 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**
- 1023 Records Storage Facility Worker I to assist with filing, retrieval and delivery of archived records **Tavares**
- 1026 Clerical Aide OPS to aid in office activities to include filing, coping 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**
- 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**
- 1101 Clerical Aide – Student to operator computer, fax, typewriter, calculator, copier, and other duties as assigned (2 positions) **Wildwood, Villages**
- 1103 Library Assistant for clerical works including the circulation of library material, the registration of library patron, & furnishing information **Sumter Co.**

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**
- 11123 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**
- 1032 Housekeeper this is a part-time position working about 32 hours per week, experience is preferred **Tavares**
- 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**
- 1105 Groundskeeper/Park & Recreation for manual labor including custodial work, in the maintenance of ground, fields, & courts (2 positions) **Sumter Co.**
- 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**
- 1112 Meter Reader must be able to walk long distances in all types of weather, valid driver license, & knowledge of city streets **Clermont**
- 1119 Jewelry Repair reliable candidate who is proficient and is willing to learn the art of fine jewelry repair and stone setting **Villages**

SPECIALIST

- 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**
- 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**
- 1096 Early Education Specialist with AA/CDA with five years of directly related child care experience **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**
- 1121 Planning Assistant must be skilled with numbers and have some sort of background in accounting and business **Leesburg**

TRANSPORTATION

- 1046 Driver, Special Transport (2 positions) with Class D driver license experience, current CPR, & heavy lifting involved **Tavares**
- 1095 Driver with one year experience in Adult Behavioral health and/or substance abuse field, clean driving record **Leesburg**
- 1102 Courier to perform courier services of county mail and packages to various locations, including pickup and delivery **Sumter Co.**

