



The Office of Job Placement
Employment Listings

Week of November 1, 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**
- 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**
- 1174 GIS Technician requires B.S. degree in Geography, Computer Science, or surveying, 1 yr, experience, and FL driver license **Tavares**
- 1189 Information Technician II two years of successful completions of college course work in Computer Science and two years of technical experience in personals computers, servers, and data processing **Minneola**

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**
- 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**
- 1202 Front Counter/Customer Service someone who enjoys working with the public & is conscience in handling money **Leesburg**
- 1209 Care Giver I with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training (6 positions in many different schools) **Lake Co.**
- 1214 Service positions available at major retail store in locate mall: sale assoc., customer service, cashier, receiving, & many others **Leesburg**

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 compile financial information, processes journal entries into various 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 (2 positions) **Tavares**
- 1172 Procurement Coordinator this position incumbent performs a variety of specialized support functions **Tavares**
- 1176 Financial Counselor part-time, weekend days, must be proficient in Word, Excel as well as computer keyboard and data entry **Tavares**
- 1183 Accounting Specialist I responsible routine bookkeeping and clerical work involving the maintenance of city financial & accounting record **Eustis**
- 1184 Accounting Technician with two years experience in accounting/bookkeeping, preferably in local government **Mt. Dora**
- 1213 Bookkeeper I to perform routine bookkeeping work, involving fiscal records, according to the general standard accounting rules **Eustis**

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**
- 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**
- 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**

- 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**
- 1185 Communication Officer working the dispatching unit, also operating telephones, intercom systems, & E-9-1-1 **Mt. Dora**
- 1188 Police Officer applicants must have police certification from FL standards and Training, full-time **Clermont**
- 1201 Firefighter/EMT job functions include: firefighting emergency, non-emergency, emergency medical services, & work related activities **Tavares**
- 1207 Emergency Service Dispatcher must have a significant ability to remain calm under extremely stressful situations, excellent verbal communication skills, and type 25 – 35 cwpm **Leesburg**
- 1208 Police Officer to protect life and property, enforce laws, and investigate crime, Police Officer Certification for the State of Florida **Leesburg**
- 1218 Probation Officer Bachelor Degree in Counseling, Criminology, Criminal Justice or Public Administrations, one year of experience **Bushnell**

GENERAL OFFICE

- 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**
- 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**
- 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**
- 1143 ELC Assistant Coordinator with planning and development of curriculum and ELC activities, assist with personnel training **Mt. Dora**
- 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**
- 1163 Quality & Compliance/Education Specialist this is a full-time position in Healthcare related experience and excellent computer skills **Tavares**
- 1171 Office Associate IV with four years business/administrative experience to conduct monthly bidding process for recycling commodities **Tavares**
- 1173 Communications Specialist with AS degree and specialized training should include customer service/support, inventory control, and experience with cellular and radio/communication equipment **Tavares**
- 1179 Executive Assistant with Bachelor degree and 2-3 years administrative assistant, education experience in grant development **Tavares**
- 1182 Clerical Assistant (2 positions) with the ability to perform general office support functions including basic knowledge of office equipment and the ability to work independently (6-11 months exp.) **Clermont**
- 1203 Secretary with previous office experience required; medical office or practice management experience desired **Tavares**
- 1210 Clerk this is a full-time position working with school age children, must have good computer skills **Leesburg**
- 1211 Secretary I with knowledge of Business English, spelling, and basic math, also the ability to clearly communicate information, 2 years experience **Eustis**
- 1212 Clerical Assistant I with the ability to perform general office support function including basic knowledge of office equipment and the ability to work independently **Leesburg**

- 1215 Human Resources Clerical Assistant with one year data entry experience preferred, Word and Excel required **Leesburg**
- 1216 Support Service Clerk with two years of previous clerical/administrative experience, also must type 35cwpm **Tavares**
- 1220 Staff Assistant I to do general staff assistant duties: keep appointment calendars, prepare forms and compose letters, type, use PC **Sumter Co.**
- 1222 Administrative Assistant proficient in Microsoft excel, word, & access, office machines, attention to detail, as well as other office duties **Clermont**

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**
- 1047 Unit Secretary 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**
- 1079 Unit Secretary working 11a – 11p this a full-time position, must be experience and have medical terminology **Leesburg**
- 1113 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**
- 1127 Pharmacy Technician both full and part-time are needed, this job includes working with patients, filling prescriptions, other duties also **Leesburg**
- 1147 LPN – SIPP one year nursing experience in a mental health setting, must be a graduate of an accredited school of nursing **Leesburg**
- 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**
- 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**
- 1167 Patient Ambassador this position is working in the emergency department it is full-time, 12 hours shifts **Leesburg**
- 1168 Coder to work varies shifts and a work status of PRN must have experience and current certification **Leesburg**
- 1170 Transcriptionist to work in the Radiology department, this position is for weekends PRN, experience **Leesburg**
- 1175 Business Office Representative II with medical terminology, hospital insurance & collection experience preferred **Tavares**
- 1177 Health Records Analyst with medical records experience, good computer and typing skills required **Tavares**

- 1187 Medical Records Outpatients Coding Technician must have medical terminology certification and type 30wmp **Clermont**
- 1191 Billing Assistant this is full-time position working the day only, must have two years health insurance billing experience **Tavares**
- 1198 LPN (5 positions) must have current Florida license these are full-time positions and the shift are varies **Leesburg**
- 1199 Registration Specialist must be experience, this position is working varies shifts and its PRN **Villages**
- 1200 Coder II to work varies shifts and a work status of part-time must have experience and current certification **Leesburg**
- 1203 Secretary with previous office experience required; medical office or practice management experience desired **Tavares**
- 1204 CNA/Unit Secretary with current Florida License to work in hospital setting, also must have medical terminology **Tavares**

MANAGEMENT/SUPERVISORY

- 984 Admitting Manager this is a full-time position working varies shifts must have experience **Villages**
- 1008 Quality Manager with BSN – MSN and a of 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**
- 1124 Assistant Store Manager for new store opening 20 minutes from Clermont, this a leading retail store **Winter Gardens**
- 1169 Courier/Transport Supervisor this is a full-time position working varies shifts must be experience **Leesburg**

PART-TIME POSITIONS

- 1000 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1026 Clerical Aide OPS to aid in office activities to include filing, coping data, and complies records and reports **Villages**
- 1097 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. **Tavares**
- 1149 Driver I to operates type 1 & 2 buses in transporting passengers and commodities to assigned destinations, valid FL Class “C” license **Bushnell**
- 1176 Financial Counselor part-time, weekend days, must be proficient in Word, Excel as well as computer keyboard and data entry **Tavares**
- 1194 Independent Living Community Navigator with the ability to work one-on-one with youth to mentor creates relationship **Lake 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**
- 1123 Sales looking for workers for a leading store that is opening a new store 20 minutes from Clermont **Winter Gardens**
- 1193 Telemarketing sales part-time, flexible hours typical evening but will work with employees **Winter Gardens**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 398 Maintenance Service Worker I with one year experience in providing custodial, light building maintenance or grounds services **Clermont**
- 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**
- 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**
- 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**
- 1219 Kennel Worker experience in handling, trapping, ensnaring, caring, and identifying domestic animals, & valid FL driving license **Sumter Co.**

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**
- 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**
- 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.**
- 1172 Procurement Coordinator this position incumbent performs a variety of specialized support functions **Tavares**
- 1181 ESE Specialist with Bachelor degree in Education and five years successful instructional teaching in ESE **Clermont, Eustis, Mt. Dora**
- 1192 Instructors for new location to teach children that “learning feels good”; each child receives customized tutoring plans **Clermont**
- 1196 Education Assistant to assist with youth ages 5 – 12 in after school tutoring program **Eustis**
- 1197 Art Instructor to help kids express themselves creatively and act as a liaison with local arts community **Eustis**
- 1205 Library Assistant/Youth Services with one year of experience in a library or related field **Leesburg**
- 1206 Library Assistant Circulation with six months of experience in a library or related field **Leesburg**
- 1217 Clerk - Driver I to operate the department’s bookmobile to transport mobile library services to predetermined locations, two positions, one part-time and one full-time available **Sumter Co.**

1221 Recreation/Sports Program Staff to supervise Games room and/or outdoor sports programs
Eustis

TRANSPORTATION

1046 Driver, Special Transport with Class D driver license experience, current CPR, & heavy lifting involved
Tavares

1145 Lead Driver/Liaison with one year experience in student transportation and valid Florida CDL Class "B" license
Tavares

1169 Courier/Transport Supervisor this is a full-time position working varies shifts must be experience
Leesburg

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