



The Office of Job Placement
Employment Listings

Week of November 7, 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

- 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**
- 1243 Network Administrator to maintain current networking environment as well as implement and maintain new directory, troubleshoot network performance issues, and other duties as assigned **Tavares**

CUSTOMER SERVICES

- 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**
- 1214 Service positions available at major retail store in locate mall: sale assoc., customer service, cashier, receiving, & many others **Leesburg**
- 1229 Customer Service Specialist with valid Florida driver license and two years of general office and customer service experience **Leesburg**
- 1231 Care Giver I with current CPR and First Aid Certificate, certificate with 10-hour childcare course, and 10 hours approved in-service training (4 positions in many different schools) **Lake Co.**
- 1235 Customer Service Representative to receives, counts, balances and records cash, and negotiable instructions for payment **Eustis**
- 1236 Customer Service Representative with two years customer service experience to perform a variety of clerical duties **Mt. Dora**

FINANCIAL SERVICES

- 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**
- 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**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**

- 1230 Emergency Service Dispatcher III/Supervisor with at least 24 semester hours toward an AS or AA degree, three years dispatch experience, and one year of supervisory experience in public safety **Leesburg**
- 1244 Communication Officer working the dispatching unit, also operating telephones, intercom systems, & E-9-1-1 **Lady Lake**

GENERAL OFFICE

- 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**
- 1163 Quality & Compliance/Education Specialist this is a full-time position in Healthcare related experience and excellent computer skills **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**
- 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**
- 1226 Office Manager with AS degree and four years related experience, also must possess and maintain a valid Florida Class "E" license **Tavares**
- 1228 Clerical Assistant/ Cashier with one year experience in general office work and customer service, preference to bilingual **Leesburg**

- 1232 Secretary I with knowledge of Business English, spelling, and basic math, also the ability to clearly communicate information, 2 years experience **Eustis**
- 1233 Data Entry to collect and performs data entry task, perform essential record keeping, and filing **Eustis**
- 1246 Office Assistant/Student this is a part-time temporary position work 20 – 34 hours per week doing general office duties **Davenport**
- 1248 Administrative Assistant filing, inputting data, answering telephones, must be friendly and outgoing **Leesburg**
- 1249 Data Entry/Researcher must be proficient in Microsoft excel, work, and access for entry on spreadsheets, also navigate the Internet **Clermont**
- 1250 General Clerk with knowledge of basic record keeping practices and procedures, skill in operating computer **Tavares**

HEALTH CARE AND SERVICES

- 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**
- 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**
- 1223 Coder III to work varies shifts and a work status of part-time must have experience and current certification **Leesburg**
- 1224 Sitter to work 12 hour shifts 7p-7a, work status pool, working in a hospital setting in patient care department **Leesburg**
- 1227 Pharmacy Technician II (3 positions) with hospital experience and Pharmacy Tech certification is required **Tavares**
- 1234 Health Information Technician to maintain file room, retrieve and refill medical records, to record for microfilm process **Leesburg**
- 1240 Unit Secretary/Monitor with proficient computer skills, medical terminology, and hospital or physician office experience preferred, successful completion of basic EKG course, and grade of 85% on rhythm test **Clermont**
- 1242 Director of nursing to direct the provision of care by professional nursing staff within a correctional environment **Tavares**

1247 Medical Assistant/Back Office have appointment ready for doctor, take vitals, clean rooms, call-in prescriptions, also assist receptionist Leesburg

MANAGEMENT/SUPERVISORY

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

1226 Office Manager with AS degree and four years related experience, also must possess and maintain a valid Florida Class "E" license Tavares

1242 Director of Nursing to direct the provision of care by professional nursing staff with a correctional environment Tavares

PART-TIME POSITIONS

1097 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. Tavares

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.

1225 Library Page (2 positions) 15 hours per week, must have the ability to read and write in English and use computer, no experience required Tavares

1238 Clerical Aide OPS to aid in office activities to include filing, coping data, and complies records and reports Bushnell

SALES

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**
- 1126 Environmental Services I there are several positions working varies schedules and shifts **Leesburg**
- 1219 Kennel Worker experience in handling, trapping, ensnaring, caring, and identifying domestic animals, & valid FL driving license **Sumter Co.**
- 1237 Park Service Technician to maintain park and landscaped areas, also the ability to operate heavy equipment and lift 50 lbs **Mt. Dora**
- 1241 Central Supply Lead is responsible for the coordination and overall work direction of the department and assisting the CS **Clermont**

SPECIALIST

- 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.**
- 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**
- 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**
- 1244 Communication Officer working the dispatching unit, also operating telephones, intercom systems, & E-9-1-1 **Lady Lake**
- 1245 Code Enforcement Officer I with Associate Degree and four years of experience in the building trades **Lady Lake**

TRANSPORTATION

- 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**
- 1239 Driver I to operates type 1 & 2 buses in transporting passengers and commodities to assigned destinations, valid FL Class "C" license **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**