



## The Career Center Employment Listings

Week of October 31, 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**

- 1017 Information Technology Analyst, full-time BS degree referred, 2 years Microsoft network & infrastructure support experience required **Tavares**
- 1027 Network Help Desk/Trainer AA/AS degree preferred, knowledge of Microsoft products required; also two years experience **Leesburg**
- 1029 Computer Repair part-time student to work at local store, must have good customer service skills **Leesburg**
- 1031 Internet Programmer with AS Degree in Computer Science, Computer Programming, or Electronics to perform a variety of complicated tasks while relying on experience and judgment to plan & accomplish goals **Leesburg**
- 1064 GIS Coordinator to implement, coordinate supervise, and administer the GIS department must have 5 yrs experience and Bachelor Degree **Bushnell**

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

- 1022 Servers full/part-time previous fine dining restaurant experience preferred, able to work in a fast paced environment **Mt. Dora**
- 1056 Child Care Giver for Extended Learning Center must have current CPR, First Aid Certification; also 10 hour school age childcare Certification, Complete 10 hours approved in-school training per yr., several locations **Lake Co.**
- 1066 Babysitter for two boys 8 months old and 4 yrs old, employee will need to work at individual home and do some light housework **Minneola**
- 1068 Host, Servers, Cooks, and Dishwashers are need for popular Leesburg restaurant there are both full/part-time position available **Leesburg**
- 1084 Server, Cooks, Prep-Cooks, Host, & Bartenders needed for new restaurant opening some full/part-time position available **The Villages**
- 1085 Summer Camp Counselors needed for Youth Camp they are offering a early commitment incentive of \$200.00 **Vero Beach**
- 1090 Technicians needed for residential & commercial cleaning must be honest, dependable, organized; also have vehicle and valid drivers license **Lake Co.**

### **FINANCIAL SERVICES**

- 357 Coordinator Financial Aid Scholarship with Bachelor's Degree in accounting, finance, or other related field; also two years financial aid experience or three years of other financial experience **Leesburg**
- 950 Accounting Associate may be 2nd years accounting student with advanced Microsoft Word and Excel skills **Leesburg**
- 1020 Office Assistant/Bookkeeper with good working knowledge and experience with Quick Books (Pro) or Quick books Construction **Umatilla**
- 1024 Accounts Payable with a minimum of one year of bookkeeping and computer input, also be detail oriented **Leesburg**
- 1038 Director of Finances to oversee the day to day operations of the Finance department **Tavares**
- 1048 Financial & Office Coordinator with BA or BS in Accounting and five years experience in budget analysis, to oversee financial functions **Tavares**
- 1049 Accountant with 1-3 years experience Bachelor's degree in Accounting or Finance **Tavares**

- 1062 Accounting Clerk to work part-time 30 hour per week, this position offer benefits at 30 hours **Tavares**
- 1069 Bookkeeper I to perform routine bookkeeping work maintaining financial records and database **Mt. Dora**
- 1074 Payment Specialist must have experience in bookkeeping and computer input, this is a full-time position **Leesburg**
- 1091 Teller to perform daily processing of customer transactions, prepare official checks and money order, both full & part-time position available **Mt. Dora**
- 1092 Loan Specialist I with 2-4 years current experience in loan operations dept. booking loans and follow-up on related and required loan and financial documentation **Mt. Dora**

### **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**
- 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**

- 994 Crime Scene Investigator this position requires all aspects of crime scene processing and collection of evidence and other property **Tavares**
- 1001 Firefighter Fire Paramedic with State of Florida Certification as firefighter and paramedic is mandatory **Mt. Dora**
- 1003 Fire Inspector (Certified) with three years experience in construction, fire safety, and possess and maintain a Class "E" driver license **Tavares**
- 1015 Firefighter/EMT part-time with Florida Firefighter II Certificate, Fl EMT and CPR for Healthcare Providers required **Clermont**
- 1016 Communication Call-taker to receive incoming telephone calls for emergency and non-emergency service, properly records all pertinent information and transfers information to proper radio operator for dispatch **Bushnell**
- 1030 Assistant Chief of Emergency Operations to be responsible for management of all emergency and support operations within the Fire Dept. **Tavares**
- 1039 Dispatcher requiring the operation of telephone and radio dispatching equipment used in communication center **Tavares**
- 1040 Legal Assistant duties include high volume client phone interviews/contact and general office activities **Tavares**
- 1081 Receptionist/Bookkeeper needed in small law office to do some bookkeeping, document preparation (using Microsoft Word), answer phone, and work with clients in difficult circumstances; must be eligible to be bonded. **Tavares**

### **GENERAL OFFICE**

- 921 Senior Secretary will be responsible for attending, recording, and transcribing the final official minutes, of regular and special meetings **Tavares**
- 981 Building Permit Clerk to assist customers and facilitates the coordination of the department, two years experience **Mt. Dora**
- 1021 Front Desk Receptionist has strong customer service skills and the ability to multi-task, competitive salary & excellent benefits **Villages**
- 1025 Clerical Support III with three years of clerical experience required, also be detail oriented and have good computer skills **Leesburg**

- 1028 Front Office Clerk must be computer literate and have the ability to answer multi phone line system, assist guess & balance cash drawer **Mt. Dora**
- 1033 Data Entry Operator to establish, collect, organizes, and maintains data pertaining to assigned clerical tasks and dept. reports **Clermont**
- 1036 Secretary I to provide administrative support involving secretarial duties and to organize office activities **Leesburg**
- 1040 Legal Assistant duties include high volume client phone interviews/contact and general office activities **Tavares**
- 1041 Administrstive Assistant with good computer and organizational skills must be detail oriented (3 years experience) **Tavares**
- 1044 Clerk full-time seven hours per day, 186 days per year to work in the Guidance Department **Sumter Co.**
- 1045 Office Associate III with three years of secretarial experience, also knowledge of PC including processing, spreadsheet, and accounts payable **Tavares**
- 1060 Administrative Assistant with five years of secretarial or administrative assistant experiance and valid Fl driver License **Minneola**
- 1067 Secretary to create and maintain files, to answer phone and receive visitors, and to draft, type and maintain documents **Altamonte Springs**
- 1070 office Associate III needed for varieties secretarial duties with three years of secretarial experiance **Tavares**
- 1071 Office Associate II with at least three years experiance in truck/auto/heavy equipment part operations **Tavares**
- 1075 File Room Clerk to file, process varies reports for records accountability, also to prepare, audits, and transfer files **Tavares**

### **HEALTH CARE AND SERVICES**

- 939 Receptionist this is a part-time position, medical and computer experiance preferred **Leesburg/Lady Lake**
- 964 Business Office Rep must have medical terminology, hospital insurance and collection experiance **Tavares**

- 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**
- 990 Transcriptionist will be working in the Lab this is a part-time position the schedule will vary must have medical terminology **Leesburg**
- 1005 PBX Operator with previous switchboard experience; hours are Thursday 11pm-7:30am & Sat/Sun 7a-3:30pm **Clermont**
- 1007 Unit Secretary (2 positions) must have medical terminology, one position is full-time days and one is full/part-time 4pm-12am **The Villages**
- 1008 Unit Secretary (3 positions) Full/part-time both available in several departments, must have medical terminology **Leesburg**
- 1009 Ortho Inventory Control this is a full-time position working the day shift must have previous experience **Leesburg**
- 1010 Patient Placement specialist the schedule will be variable and it is a full-time position experience is preferred **Leesburg**
- 1011 Registration Specialist to work in the Admitting Department there are both full/part-time positions available **Leesburg**
- 1012 Unit Secretary (6 positions) full-time with varies schedules are available medical terminology is preferred **Clermont**
- 1019 Medical Assistant two position available ant medical experience is helpful, but will train the right people **Summerfield, Villages**
- 1023 RNs/LPNs/CNA-HHAs to work full/part-time & PRN the company offer a 6-week preceptor-ship for nurses who are new graduates or have no hospice experience **Lake Co.**
- 1050 Medical Staff Service Assistant full-time/days with 1-3 years experience in clerical/organizational skills, and ability to plan, organize, and prioritize duties; also must have medical terminology **Tavares**
- 1051 Transcription Support Analyst part-time days experience in Microsoft Office, including Excel, Word, and Outlook **Tavares**

- 1052 Transcriptionist full-time days minimum one year experience in medical diagnostic transcription and excellent typing skills **Tavares**
- 1072 Department Secretary with one year experience in health care setting; also knowledge on medical terminology & type 60wpm **Tavares**
- 1076 Patient Registration Representative to work several different schedules and completed course in medical terminology **Clermont**
- 1078 Marketing Specialist with some medical experience require to market to physician and health care facilities **Leesburg**

### MANAGEMENT/SUPERVISORY

- 358 Supervisor Electrical System with fully accredited licenses for electrical and alarm system to plan, coordinate, repair, maintenance and installation of electrical, fire and burglar alarm. **Leesburg**
- 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.**
- 1038 Director of Finances to oversee the day to day operations of the Finance department **Tavares**
- 1042 Manager Trainees working for the largest privately owner lumber and building supply retailer **Tavares**
- 1077 Dining Services Coordinator with four years supervisory experience, to be responsible for the overall efficiency & management of the food service department **Mt. Dora**
- 1079 Manager needed full-time 35-44 hours, part-time up to 35 hours per week must be available weekends and nights **Leesburg**
- 1082 Director (Corporate-Recruiting) responsibilities include management and development of a growing recruiting staff **Tampa**

- 1083 Director (Executive Recruiting) responsibilities include management of national recruiting staff, also leadership team hiring **Tampa**

### **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**
- 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.**
- 1002 Library Page to work 15 hours per week must have the ability to read, write, and use a computer. No experience required **Paisley**
- 1013 School Crossing Guard hours are 7:45am – 8:45am Monday thru Friday; 2:45pm – 3:45pm Mon, Tues, Wed, Fri 1:45 – 2:45 Wed. **Minneola**
- 1053 Library Assistant 20 hours per week with 6 months experience in library or a similar position in customer service **Leesburg**
- 1055 Recreation Aides entry-level work involving the organization and direction of various recreation activities and events **Eustis**
- 1073 Library Page to assists patrons in the use of library computers including scheduling public Internet usage as well as perform various library housekeeping tasks **Mt. Dora**

### **SALES**

- 1018 Sale Associates and Cashier full/part-time with flexible schedule, base pay and commission based on experience **Leesburg**
- 1079 Sales Associates, Regular & Seasonal must be able to work nights and weekends there are both full/part-time **Leesburg**

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

- 355 Assistant Technical Theatre that has electrical and carpentry skills, also the ability to diplomatically work with users of the facilities, public, and staff must have three year experience **Leesburg**
- 953 Service Technician with electronic background with mechanical ability, familiarity with land surveying is helpful **Altoona**
- 996 Electric Line Technician to construct and maintain electric distribution and transmission lines and substations **Leesburg**
- 1047 Animal Shelter Technician one year experience in kennel or animal control to perform both manual and clerical tasks **Tavares**
- 1065 Landscape Technician with three years experience in landscape maintenance, turf maintenance, nursery or horticultural operation **Sumter Co.**
- 1086 Electronic Technician to troubleshoot communications equipment, perform preventative and routine maintenance **Leesburg**
- 1088 Rework Assistant must have knowledge of Microsoft Office software and at least 6 months experience with SMT soldering **Leesburg**
- 1089 Shipping & Receiving Clerk to verifies and keep records on incoming and outgoing shipping and prepares items for shipping **Leesburg**

### **SPECIALIST**

- 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**
- 992 Book Lay-Out Helper to help Writer layout her book using shared computer program **Lake Co.**
- 1004 Library Assistant perform responsible clerical work including circulation of library materials, registration patrons, & furnish information **Webster**

- 1014 Library Assistant II with AA/AS degree must have practical experience with PC, including word processing **Fruitland Park**
- 1046 Animal Control Office with vocational/technical training in animal control with 3 years experience working with animals **Tavares**
- 1061 Library Assistant I - full-time for the Circulation/Acquisitions to do data entry, assist with circulation duties, other library duties **Lady Lake**
- 1063 Registrar to serve as principle source of information, to coordinate schedules and assign rooms, and performing other duties **Leesburg**
- 1080 Membership Staff Specialists with one year of customer service experience, computer proficiency, and the ability to work flexible hours, holidays, and weekends **Tavares**
- 1087 Test Development Engineer with a BSEE or BSET in Electronics Engineering and 2+ to 5 years experience **Leesburg**

### **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.**

### **JOB FAIR**

- 1043 Central Florida Employment Council & Christian H.E.L.P  
At  
Central Fl Fair Exposition Park  
November 8, 2006  
Free admission & Parking  
Over 100 Employers