



The Office of Job Placement
Employment Listings

Week of November 16, 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**
- 1254 Clinical Information Specialist this is a full-time position working 80 hours bi-weekly must have experience **Leesburg/Villages**
- 1255 System Support Specialist I – Desktop this is a full-time position must have AS degree in Computer Science and experience **Leesburg/Villages**
- 1256 System Specialist – Software this a full-time position working varies shifts must have experience **Leesburg/Villages**
- 1268 Desktop Support Technician with AS Degree in Computer Science, certification/training in PC repair and two years experience **Tavares**
- 1276 PC Technician with one year of IT experience and “A+” certification, a working knowledge of Windows XP Professional **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**

- 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.**
- 1280 Tutor – Sign Language to work Tuesday nights after 7pm to teach owner of business, her staff, and family **Astatula**
- 1282 Merchandiser/Stocker part-time with valid driver license, adequate transportation, and proof auto insurance, flexible schedule **Lake Co.**
- 1283 Cashier part-time position flexible hours, to answer phones and greeting customers **Clermont**

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**
- 1252 Insurance Specialist to work in a hospital environment this is a full-time position and experience is required **Villages/Leesburg**
- 1260 Financial Counselor full-time, weekend days, must be proficient in Word, Excel as well as computer keyboard and data entry. **Tavares**
- 1270 Staff Accountant with Bachelor Degree in accounting, finance, and two years of accounting/auditing experience **Tavares**
- 1271 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. (part-time) **Tavares**
- 1277 Finance Supervisor is responsible for the planning, organizing, and supervision of the Finance Division **Clermont**

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**
- 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**
- 1266 Police Sergeant to supervisor police work involving the supervision and training of subordinate police officers **Eustis**
- 1267 Police Officer general duty police work involving the prevention of crime and the enforcement of law and ordinance **Eustis**
- 1278 Patrol Deputy to perform a wide range of general law enforcement duties in the prevention, detection and investigation of criminal acts **Bushnell**
- 1285 Forensic Autopsy Technician to assist the pathologists in all aspects of body examination or autopsy, decedent transportation, and decedent preparation; also six credit hours in human anatomy, or physiology or experience in hospital lab, EMT, paramedic, or funeral home **Leesburg**

GENERAL OFFICE

- 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**
- 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**
- 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**
- 1259 Employment Assistant with 1-3 years experience in HR must have knowledge of Word, Excel, Power Point, and Access **Tavares**

- 1263 Secretary II with the ability to perform general administrative support functions to include basic office equipment, 3-4 yrs experience **Tavares**
- 1264 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 **Eustis & Leesburg**
- 1265 Clerical Assistant II (2 positions) ability to multi-task, type 45CWPM, possess good business organizational skills **Leesburg & Tavares**
- 1269 Human Resource Clerk with two years if general clerical experience, preferably in HR or benefits, and type 35CWPM **Tavares**
- 1274 Business Office Representative with medical terminology, hospital insurance & collection experience preferred **Clermont**
- 1275 Membership Representative to assist in the operation of the reception area of the wellness center **Clermont**

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**
- 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**

- 1253 Unit Secretary working 12 hours shift 11a – 11p this is a full-time position, must have medical terminology **Leesburg**
- 1258 Coding Compliance Coordinator with a Health Information Management Degree and Certified Coding Specialist required **Tavares**
- 1259 Employment Assistant with 1-3 years experience in HR must have knowledge of Word, Excel, Power Point, and Access **Tavares**
- 1261 PCT with current CNA certification and/or Health service technician certification, also certified in BLS (several positions) **Tavares**
- 1262 Unit Secretary with proficient computer skills, medical terminology, and hospital or physician office experience preferred **Tavares**
- 1273 Medical Records Outpatients Coding Technician must have medical terminology certification and type 30wmp **Clermont**
- 1277 RN & LPN with a minimum of one year recent acute care experience, also working knowledge of preoperative nursing **Tavares**
- 1177 Health Records/Auditor with medical records experience, good computer, medical terminology, and typing skills required **Tavares**

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**
- 1251 Admitting Manager this is a full-time position working varies shifts must have experience **Villages**
- 1277 Finance Supervisor is responsible for the planning, organizing, and supervision of the Finance Division **Clermont**

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, copying data, and complies records and reports **Bushnell**
- 1271 Administrative Services Assistant this is a part-time to provide clerical - administrative support to the H.R. dept. (part-time) **Tavares**
- 1280 Tutor – Sign Language to work Tuesday nights after 7pm to teach owner of business, her staff, and family **Astatula**
- 1282 Merchandiser/Stocker part-time with valid driver license, adequate transportation, and proof auto insurance, flexible schedule **Lake Co.**
- 1283 Cashier part-time position flexible hours, to answer phones and greeting customers **Clermont**

SALES

- 1193 Telemarketing sales part-time, flexible hours typical evening but will work with employees **Winter Gardens**
- 1281 Sales must be highly motivated this is full/part-time position, you can create your own schedule, must have good vehicle **Lake Co.**
- 1284 Sales Associates to work flexible schedule, scholarship program available, and opportunity for advancement **Leesburg**

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**
- 1237 Park Service Technician to maintain park and landscaped areas, also the ability to operate heavy equipment and lift 50 lbs **Mt. Dora**
- 1257 Spray Truck Operator this is a temporary/part-time position- seasonal - maximum 10 months (4 hours per day) **Tavares**
- 1272 Journeyman Electrician/Trades Worker with FL Journeyman License, and five years experience in electrical installation and service work **Mt. Dora**

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**
- 1285 Forensic Autopsy Technician to assist the pathologists in all aspects of body examination or autopsy, decedent transportation, and decedent preparation; also six credit hours in human anatomy, or physiology or experience in hospital lab, EMT, paramedic, or funeral home **Leesburg**

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**