



**The Office of Job Placement**  
**Employment Listings**

**Week of November 29, 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**
- 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**
- 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**

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**

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**

1288 Accounts Receivable Representative previous experience with insurance claims and medical billing required **Tavares**

### **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**
- 1208 Police Officer to protect life and property, enforce laws, and investigate crime, Police Officer Certification for the State of Florida **Leesburg**
- 1244 Communication Officer working the dispatching unit, also operating telephones, intercom systems, & E-9-1-1 **Lady Lake**
- 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**
- 1299 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**

### **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**
- 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**
- 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**
- 1274 Business Office Representative with medical terminology, hospital insurance & collection experience preferred **Clermont**
- 1287 Office Associate II to perform a variety of secretarial duties in accordance to established policies and answer phones **Tavares**
- 1290 Data Entry to collect and performs data entry task, perform essential record keeping, and filing **Eustis**
- 1293 Recording Secretary is responsible for accurately and efficiently recoding and transcribing meeting minutes **Eustis**
- 1296 Administrative Assistant II with a professional attitude, computer knowledge, good communication skills, phone & letter/memo writing, four years clerical experience and Microsoft applications **Clermont**
- 1299 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 1300 Staff Assistant to do general staff assistant duties: keep appointment calendars, prepare forms and compose letters, type, use PC **Lady Lake**

1301 Clerical this position is a floater that will be working in both Lake and Sumter Counties at several offices **Tavares**

### **HEALTH CARE AND SERVICES**

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**

1175 Business Office Representative II with medical terminology, hospital insurance & collection experience preferred **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**

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 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**
- 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**
- 1296 Administrative Assistant II with a professional attitude, computer knowledge, good communication skills, phone & letter/memo writing, four years clerical experience and Microsoft applications **Clermont**
- 1298 Medical Billing, Front Desk must have experience and working knowledge of Microsoft programs **Leesburg**

### MANAGEMENT/SUPERVISORY

- 1169 Courier/Transport Supervisor this is a full-time position working varies shifts must be experience **Leesburg**
- 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**
- 1295 Recreation Services Manager to be responsible for developing, conducting, and supervising public recreation programs & events for a diverse population, also a Bachelor degree and five years experience **Mt. Dora**

### 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.**
- 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**
- 1289 Library Page experience in library or comparable setting will be working 25 hours per week, days and hours will vary **Leesburg**

- 1292 Student Aide must be a student currently enrolled in school with a C average or about no experience required **Leesburg**

### **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**

- 1157 Tax Preparer flexible hours, very competitive pay, we will fully train, Bi-lingual is a big plus **Lake Co.**
- 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**
- 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**
- 1291 Supported Employment Specialist with two years direct experience with people with severe mental illness, experience with vocational services **Leesburg**
- 1028 Central Supply Technician is responsible for the inventory receipt, delivery, and restocking of par stations and issuing emergency supplies **Clermont**

### **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**

### **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**