



The Office of Job Placement
Employment Listings

Week of February 6, 2007, 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 435-6306

Sumter County 568-0001 X6306



COMPUTERS and TECHNOLOGY

183 CAD Technician with AutoCADD training and three years AutoCADD drafting
experience must have FL Class E driver license **Tavares**

- 192 IT Support Specialist to perform a broad variety of duties assisting the Network Administrator to maintain the computer system **Eustis**
- 215 Web Design Intern/Student-company looking for a student who wants hands-on web design experience **Apopka**

CUSTOMER SERVICES

- 201 Counselors needed for summer camp lifeguards, track leaders, and activities leaders also work as counselor (\$100 early commitment bonus if all paperwork is in and you are accepted by Mar. 15, 2007) **Vero Beach**
- 208 Front Counter/Customer Service person that is bilingual to work in fast paced environment with computer skills, abilities to lift 50 lbs **Eustis**
- 235 Cashiers & Inspectors needed full/part-time to work varies schedules with the ability to lift 40lbs. **Leesburg**
- 236 Servers, Line Cooks, Dishwashers needed to work both full/part-time, pay depends on experience **Villages**
- 251 Customer Service personnel needed for summer jobs, work, live, and play in one of our National Parks **Gardiner, MT.**
- 268 Personal Care Counselor for one weekend per month for three months, dates are Mar. 9-11, Apr. 11-15, and May 4-6, if you would like to work one or more weekends the pay is \$125.00 per weekend. **Sorrento**
- 269 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**
- 273 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**
- 274 Child Care for boy age 10 years old for after school until around 7:30 pm, must have good driving recorder **Yalaha**

FINANCIAL SERVICES

- 220 Bookkeeper/Receptionist this is a part-time position that may become full computer skills required **Eustis**
- 240 Accountant I required an AS Degree with emphasis in accounting and one year of work experience in accounting **Leesburg**
- 357 Financial Aid Coordinator AS degree required, Bachelor Degree in accounting, finance, or related fields, and two yrs financial experience **Leesburg**
- 259 Accountant with Bachelor's Degree must be self motivated with strong communication and interpersonal skills **Tavares**
- 275 Bookkeeper for a commercial construction company with computer skills for spreadsheets, word processor, email, and accounting software **Leesburg**
- 369 Senior Specialist Accounting AS Degree in Business preferred and one year experience in billing and accounts receivable, basic math, computer entry and general office procedures **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 184 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinances **Tavares**
- 193 Staff Assistant III (Police Dept.) for highly specialized and responsible administrative clerical work **Eustis**
- 198 Police Officer to do general police duties plus additional essential job functions for police officers patrolling the Villages **Lady Lake**
- 200 Firefighter/Paramedic with FL Firefighter & FL Paramedic certification with current ACLS, CPR, and Class D driver license (full&part-time) **Clermont**
- 202 Patrol Deputy to performs a wide range of general law enforcement duties must have completed FL Basic Police Recruit School or have certificate from Criminal Justice Standards and Training Commission **Bushnell**
- 203 Civil Warrants Clerk (part-time) for general office work involving filing, typing, computer entry and retrieval **Bushnell**

- 241 Emergency Service Dispatcher III/Supervisor with at least 24 semester hours towards an AS Degree, three years dispatch, & one supervisor experience, also ability to type 25 – 35 wpm **Leesburg**
- 243 Police Officer will be responsible for surveillance, law enforcement, investigations, apprehension and reporting **Leesburg**
- 245 Police Officer general duty police work involving the prevention of crime and the enforcement of law & ordinances, rotating shift **Eustis**
- 254 Jail Interviewer to work 20 – 25 hours per week hours are flexible, must have computer skills **Tavares**
- 260 Emergency Service Dispatcher to operate the equipment associated with Public Safety and Enhanced 9-1-1 Answering Point **Leesburg**

GENERAL OFFICE

- 193 Staff Assistant III (Police Dept.) for highly specialized and responsible administrative clerical work **Eustis**
- 207 Clerical need as floater with PRN status with computer skills and customer service abilities **Tavares**
- 214 Receptionist/Office Representative with computer skills, customer service, Articulate, 440 Property and Casualty license (completed within 3 months of employment) **Eustis**
- 219 Secretary for performing clerical duties involving filing, phones, faxing, invoicing, sales assistant **Leesburg**
- 225 Veterans Service Counselor I to provide clerical and administrative office support in assisting veterans and their dependants **Bushnell**
- 226 Office Assistant I to do general clerical duties including filing, typing, sorting, answer phones, and computer input **Bushnell**
- 237 License Clerk to input information collected from customers into an automated system to issue licenses and passports **Tavares**
- 246 License/Passport Clerk with one year of clerical experience, type 35 wpm correctly, and have a valid FL driver license **Tavares**

258 Office Associate II this is a temporary part-time position working 27.5 hours per week with two yrs. experience **Tavares**

368 Administrative Specialist this is a permanent part-time position, managing the information desk and assists with Admissions/Records Office **Leesburg**

HEALTH CARE AND SERVICES

186 Intake Representative previous hospital/insurance experience required, admitting experience and medical terminology helpful **Tavares**

187 Legal Secretary with minimum of two years experience as a legal secretary, preferably in a healthcare setting **Tavares**

188 PCT/Unit Secretary with FL CNA, BLS, one year direct patient care and medical terminology required **Tavares**

194 Health Information Specialist Technician to work the day shift must have experience **Villages**

196 Coding Technician must have AS Degree in HIM, coding certification, and one year health care coding **Clermont**

229 Unit Secretary this is a part-time position working 12 hour shifts 7pm to 7am, must have medical terminology **Villages**

247 Unit Secretary needed in several departments to work varies schedules, these are full-time positions **Leesburg**

248 PBX Operator this is a part-time position working 40 hours bi-weekly & varies shifts, also have experience **Villages**

249 CNA there are several jobs working varies shifts and schedules, both full/part-time positions must be licensed **Leesburg**

255 CNA this is a full-time position working 12 hour shifts, must have FL CNA Certificate & experience **Mt. Dora**

256 CMA/CNA there are several positions available, full-time 7pm to 7am, part-time 7am to 11am, & flexible any shift **Mt. Dora**

261 Health Information Services Tech. must have experience and medical terminology I & II, work status PRN **Leesburg**

- 271 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**
- 276 CNA, HHA, LPN, & RNs must have state license, certification, and up-to- date CPR, PPD, Physical will pay daily **Tavares**
- 278 Patient Accounts Representative full-time position to provide assistant to clarify billing, take insurance information, and other general duties **Mt. Dora**

MANAGEMENT/SUPERVISORY

- 227 Interim Assistant County Administrator this is a highly responsible administrative and a management position serving as the principal and second in command in all issues **Bushnell**
- 238 Assistant Store Manager this is a full-time position must be able to lift 40lbs, push, pull, and stand **Leesburg**

PART-TIME POSITIONS

- 224 Recreation Aide temporary/part-time this is entry level position to organize and direct activities and events **Eustis**
- 242 Library Page experience in library or comparable setting, 20 hours per week, days and hours will vary which includes some weekends **Leesburg**
- 253 Board Operator for radio show, also answer telephones and play the music programmed by the host (student/retired welcome) **Leesburg**

SALES

- 211 Sale Coordinator with the ability to be successful in an extremely fast-paced and somewhat ambiguous environment **Leesburg**
- 212 Residential Field Sales to acquire new and upgrade current subscribers by conducting door to door canvas, appointment **Leesburg**
- 218 Sale Representative/Technical Support need a motivates individual for inside sales, technical support, and customer service **Leesburg**

- 264 Inside Sales Assistant I position is entry level to prepare and distributes marketing material need both full/part-time **Okahumpka**
- 266 Sale Representative to work flexible schedule, pay is negotiable – commission based, must be organized and have valid FL driver license **Lake Co.**
- 277 Outside Sales flexible schedule, part/full-time, paid training program, weekly and monthly bonuses **Clermont**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 213 Communications Technician I to install and service cable products to commercial and residential customers **Leesburg**
- 216 Lead Warehouse Worker this position involving all aspects of the warehouse operation **Leesburg**
- 217 Warehouse Worker this is an entry level position involving stocking, picking orders, packaging, and other support functions **Leesburg**
- 239 Team Leader to work 11:30p-8:00a must be able to read and write English & carefully follow written and verbal instruction **Tavares**
- 244 Park Technician to maintain city parks and landscapes areas, ability to operate heavy equipment and lift 50lbs. three yrs experience **Mt. Dora**
- 262 Service Worker experience in repairs and installation of pipes pipe fittings, meter installations reading, & general maintenance **Fruitland Park**
- 263 Parks Operator I this is a semi-skilled position to do labor tasks and operating a variety of equipment **Lady Lake**
- 267 Water Operator to perform a variety of task in the operation and maintenance of water/wastewater treatment plant **Villages**

SPECIALIST

- 191 Planning Technician for entry level position work involving research and development **Eustis**
- 210 Marketing Specialist must be a team player with demonstrated ability to manage multiple projects and tasks simultaneously **Leesburg**
- 223 Procurement/Inventory Agent with AS Degree and three years experience in buying and procurement **Mt. Dora**
- 234 Animal Control Officer to enforce the town's animal control ordinance and state laws relating to animals and the public safety **Lady Lake**
- 252 Resident Counselors/Instructors these are full-time, live-in positions, requiring skills in leadership, mentoring, group communication, teaching evening classes career orientation, & counseling **Washington State**
- 257 CAD Operator with good communication skills, ability to work with vendors; hour can be flexible **Okahumpka**
- 265 Field Contact Person must live in Sumter and be a student, set your own schedule evenings and weekends each delivery pays \$20.00 **Sumter Co.**
- 270 Lifeguard needed from May 27 - July 21 to work with children and adults with physical and/or cognitive disabilities **Sorrento**
- 279 Customer Service Representative/Accounts Manager will train; this is a fast paced job working in advertising **Mt. Dora**
- 363 Program Manager with a Mater Degree in counselor or social work required, also with 2 years experience in counseling & one yr. experience in general computer, word processing, Internet search, & database skills **Leesburg**
- 367 Powerlineman Instructor to teach, curriculum development, advising, lab and equipment maintenance, this is part-time, contract-based position **Leesburg**

VOLUNTEERS

- 280 Volunteers needed with a wide range of skills: entertainers, magicians, musicians, office staff, housekeepers, ground maintenance, painters, and carpenters; come make a difference in the life of individuals with physical and/or cognitive disabilities **Sorrento**