



## The Office of Job Placement Employment Listings

Week of March 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 435-6306

Sumter County 568-0001 X6306



### COMPUTERS and TECHNOLOGY

- 281 Network Systems Analyst/Manager with at least an AS in Computer Science and two years experience in network management and software support needed by governmental agency, have MCSE certification, the ability to communicate well, ability to work a flexible schedule **Bushnell**

- 285 GIS Coordinator needed to coordinate, implement, administer and supervise GIS department; must have a Bachelor's Degree in GIS or related field, five years GIS experience, and three years of supervisory experience. **Bushnell**
- 294 Desktop Repair Person part-time position is available for the computer student who wants to learn network server skills on the job; may lead to a FT position in the future. **Eustis**
- 295 Network Analyst position requires two years direct experience in network administration. **Tavares**
- 310 Computer "wizard" needed by small – medium sized company. Maintain the web site, provide technical support, and be the main computer person on a PT basis. Student and recent grads welcome to apply! **Lady Lake**
- 312 System Support Specialist needed in a healthcare setting, must have medical terminology **Leesburg and Lady Lake**
- 319 Web Designer needed for two companies seeking one who will work at one site will also participate in learning ordering and office skills; start PT and may become FT. **Leesburg**
- 331 Information Technician Administrator needed to manage the technical support functions of all hardware, software and network systems for the corporation must have a Bachelor's Degree in an area of Computer Science with 5-7 years of progressively responsible experience. **Lady Lake**
- 344 Computer Operators needed for busy holiday season, person will input orders into computer and confirm deliveries **Eustis, Lady Lake, Leesburg**
- 348 Graphic Designer with an AS Degree must know PhotoShop, Illustrator, and Adobe **Mt. Dora**
- 443 Webmaster must have Bachelor's Degree in Web Design and one to two years of Web development and maintenance experience **Tavares**

## CUSTOMER SERVICES

- 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**
- 273 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**
- 287 Kennel Worker performs a variety of activities dealing with kennels, animals and shelter operations starts at \$9.31 - \$14.80 per hour. **Sumterville**
- 321 Cashier>Returns Associate is responsible for fast, friendly and accurate service in check-out area and returns transactions. Applicants should have cash handling and experience in returns/retail. **Clermont**
- 322 Lot Associate to load orders into customer vehicles, must have good customer service skills and be able to load building materials **Clermont**
- 323 Freight Team Associates are responsible for stocking merchandise onto shelves to achieve 100% in stock, organizing the sales floor to create a pleasant and safe shopping experience and providing customer service. **Clermont**
- 400 Aquatic Coordinator to maintain the health and safety of all members, visitors, and employees utilizing the aquatic facilities **Clermont**
- 403 Membership Representative to assist in the operation of the reception area in the wellness center (NTC) while maintaining an environment healthy and safe for the public use **Clermont**
- 438 Care Giver I with current CPR and First Aid Certificate, certificate in 10-hour childcare course, and 10 hours approved in-service training **Clermont**
- 432 Child Care needed for sixteen days starting March 31 from 11:00am – 7:30pm, ages 3months, 1 year, & 2 years, CPR, EHP, also background check and references will be needed **Leesburg**
- 433 Costume Character need to wave and encourage customer to come in, must have energy and stamina **Leesburg**

- 434 Human Directional to hold sign and direct customers toward business, this will be for 4 – 5 hours on Saturday & Sunday **Eustis**
- 444 Customer Service Representative I with two years experience in utility customer service work, also general clerical duties **Lady Lake**
- 449 Nanny/Mother's Helper to help with four year old, this position is for last week in June until mid August **Yalaha**

### **FINANCIAL SERVICES**

- 282 Bookkeeper/AR & AP position requires computer skills for spreadsheets, word processing, use of e-mail and accounting software. Must have accounting knowledge, good people skills, and ability to meet deadlines and be organized; construction accounting knowledge helpful. **Leesburg**
- 293 Accounts Payable position requires proficiency in data entry and good communication skills. **Tavares**
- 316 Patient Account Clerk position requires one year of experience in a clerical position. **Leesburg**
- 358 Financial Analyst must have AS Degree in Financial Accounting or related field; also this position will work two location **Leesburg & Villages**
- 394 Accountant with two years of governmental accounting experience, and a Bachelor's Degree in Accounting **Clermont**
- 423 Reimbursement Specialist to maintain and provide support between child care and fiscal department must have bookkeeping experience **Leesburg**
- 440 Bookkeeper I with one to two years responsible experience in bookkeeping and accounting support work (2 positions) **Clermont & Minneola**

**FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT**

- 300 Emergency Services Dispatcher involves operating equipment to receive and respond to emergency and non-emergency requests for assistance on an assigned shift requires initiative and sound judgment in handling emergency situations and the ability to function calmly under extreme stress in potential life threatening situations. **Leesburg**
- 351 Firefighter with valid FL driver license/ class needed, FL Certified Firefighter I, and FL Certified Firefighter II **Sumterville**
- 373 Emergency Service Dispatcher III/Supervisor with at least 24 semester hours towards an AS or AA Degree, type 25-35 wpm, also three years experience in dispatch & one year supervisory experience **Leesburg**
- 375 Police Officer for general police work in the protection of life and property through the enforcement of law and ordinance **Tavares**
- 376 Firefighter/EMT to work as a team member and/or individually in carrying out a variety of assignments in emergency firefighter situations **Tavares**
- 377 Communications Officer (dispatcher) this specialized work assisting the public and providing information to law enforcement officers **Tavares**
- 380 Police Officer for general duty police work involving the prevention of crime and the enforcement of law and ordinances **Eustis**
- 382 Firefighter/Paramedic general job functions include: firefighting emergency/non-emergency, emergency medical services **Mt. Dora**
- 383 Police Officer applicants must have police certification from Florida Standards and Training; also rotating 12-hour shifts **Mt. Dora**
- 389 Patrol Deputy to perform a wide range of general law enforcement duties in the prevention, detection, and investigation of criminal acts **Tavares**
- 393 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **Lady Lake**
- 395 Firefighter/Paramedic with FL Certified Firefighter, FI Paramedic Certification w/current ACLS, CPR for Healthcare Providers & FI License **Clermont**
- 396 Police Officers all applicants must be certified by Florida Police Standards and Training **Clermont**

- 412 Control Room Operator for specialized security work in working the control rooms, control panels, telephones, & computerized systems **Tavares**
- 413 Detention Deputy to provide law enforcement care, custody and control of inmates, also must have FL Division of Criminal Justice Standards and Training Certification, and valid FL drivers license **Tavares**
- 414 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 422 Senior Probation Officer with Bachelor Degree in Criminal Justice or Law Enforcement and 4 years related experience **Tavares**

### **GENERAL OFFICE**

- 283 PT position available performing clerical and administrative duties; AS degree with two years of responsible secretarial work preferred, must have knowledge of Word Perfect and MS Office, a valid Florida driver's license and familiarity with current office procedures. **Mt. Dora**
- 291 Business Office Rep requires knowledge of medical terminology and excellent customer service skills. **Tavares**
- 305 Answer phones, greet people, take payments, and order supplies on a PT basis (25 hours per week) for a local insurance agency. Computer skills and good people skills required. **Eustis**
- 328 PT or FT Customer Service person needed with computer skills, general office and customer service skills. Position starts at \$9.00 per hour. **Leesburg**
- 330 Office Administration person needed by financial group. Applicant needs computer and organizational skills. **Lady Lake**
- 350 Clerical Assistant to help with filing, organizing, management, and other office duties **Sumterville**
- 362 DH Secretary with experience to work full-time, this position is days only, also must work two locations **Leesburg & Villages**
- 369 Clerical Support to assume full day to day clerical operation, also to coordinate the standard operating procedures **Leesburg**

- 370 Clerical Support II responsible for scheduling all services performed by facility, also one year experience **Leesburg**
- 421 Associate Planner Trainee with two years experience in customer service and PC to include data entry **Tavares**
- 426 Recording Clerk must have one year secretarial or clerical experience and be able to type a minimum of 35 correct words per minute **Tavares**
- 436 Office Assistant with Telephone and computer skills and must be able to type 40WPM, also work with public and community **Leesburg**
- 439 Clerical Assistant II for general office support involving routine clerical duties in assigned functional areas **Tavares**
- 441 Clerical Assistant I with the ability to perform general office functions to include basic knowledge of office equipment **Clermont**

### **HEALTH CARE AND SERVICES**

- 271 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**
- 298 LPNs, RNs, CNAs who have completed the 75 hour HHA certification needed in a variety of positions in Central Florida. **Orlando**
- 306 Staff needed to work with adults with a developmental disability in the community. Must be HS grad and have one year of experience with nursing, day care or work with adults with DD. **Clermont**
- 308 Crisis Counselors needed to work with recent disaster victims through April 2; pay rate is \$18.00 per hour for 8 hour day **Lake & Sumter Counties**
- 324 Supported Living Assistant is responsible for providing training and for the immediate care and supervision of the individuals served; must have 30 semester hours (college credit) or one year of experience in care-giving or a combination of both. **Clermont**
- 336 Assisted Living facility has a number of dietary, health services and support services positions available. **Mt. Dora**
- 337 Unit Secretary position available in a health care setting for Women and Children, must have medical terminology **Tavares**

- 339 Medical Records Clerk needed for busy office with two years experience and good computer skills **Tavares**
- 341 CNA/HHA must have six months of home health experience, also have CNA & HHA certification **Tavares**
- 349 Patient Services Coordinator with one year related medical billing experience and medical terminology **Ocala**
- 361 Registration Specialist this is a full-time position, working in the Admitting Dept., days only **Leesburg**
- 371 Health Information Management Technician to maintain file room, process records for microfilm, answer phone, and other duties **Leesburg**
- 388 Pct/Unit Secretary with medical terminology, proficient computer skills, and series experience preferred **Tavares**
- 390 Patient Care Technician with current CNA and/or HST certification, also certified in BLS, prior direct patient care experience **Tavares**
- 404 Monitor Technician/Unit Secretary to analyzes monitors throughout their shift and documents rhythm strips **Clermont**
- 405 Patient Business Representative to provide exemplary customer service and performs job functions to meet dept. goals **Clermont**
- 406 Radiology Support Representative will provide complete and accurate communication of all in formations **Clermont**
- 415 Registered Nurse & LPN's to provide health care to inmates in a correctional setting, current FL license is required **Tavares**
- 418 Patient Representative/Collector to pre-screen self-pay patients' accounts and assist patients in applying for state and local program **Clermont**
- 419 PBX Operator with previous experience on switchboard, also be proficient with computer keyboard and data entry **Tavares**
- 442 LPN with current certification; also demonstrated ability for working with children/physically challenged children **Fruitland Park**
- 447 Coder III to work in the Health Information Services Department must have certification (days only) **Leesburg**

- 448 Health Information Service Technician I this is a PRN position working days only must be experienced **Leesburg**

### **MANAGEMENT/SUPERVISORY**

- 352 Children's Services Director must have Bachelors Degree to be responsible for planning, directing, coordinating, and maintaining the polices, the processes, and the financial aspects **Tavares**
- 359 Assistant Director of Admitting to work at two location this is a full-time position and the position requires shift work **Leesburg & Village**
- 385 Assistant Director of Public Works to assist with all aspects of the daily operation/maintenance **Minneola**
- 386 Senior Code Enforcement Officer must be certified individual to perform skilled code compliance, inspection work, and other general duties **Mt. Dora**
- 407 Supervisor Material Management System to provides consultative and assistance to department staff members **Clermont**
- 427 Library Supervisor with a Bachelor Degree and two years of related experience, this is a part-time position **Sumter Co.**

### **PART-TIME POSITIONS**

- 304 Work in own home with your computer to complete legal forms for local attorney. Candidates should have legal office experience or be a current legal assisting student. **Tavares**
- 327 Organize and direct recreational activities and events as a Summer Recreation Aide; experience in working with children desirable, starts at \$6.67 per hour. **Eustis**
- 338 Housekeeper needed one day per week every other week; vacuum, dust, and other general duties. **The Villages**
- 347 Child Care Providers for one to four year olds and after school age students also, we would like child care student for these positions **Fruitland Park**
- 353 Library Page to keep the library in good order, also to assist the general public in general library duties **East Lake**

- 379 Student Intern to perform a variety of entry level assignments that are administrative, paraprofessional, or technical **Eustis**
- 384 School Crossing Guard must be able to operate radio equipment, and to stand and walk for periods at least two hours **Mt. Dora**
- 416 Board Operator needed from 2 – 4pm Monday to Friday for a well established radio show **Leesburg**
- 417 Marketing Intern to work in fast paced & forward thinking environment, with hands-on opportunities (unpaid Internship) **Ocala**
- 425 Library Assistant to provide basic library services, also one year of experience in library or related field **Leesburg**
- 430 Clerical Aide this position is for a student only, no prior experience is needed, also must have a valid FL driver's license **Sumter Co.**

### SALES

- 284 Outside sales position available for individual with no sales experience but willing to learn and have great people communication skills. National company will train to contact potential clients within a specific area; weekly salary (\$480) + car allowance + gas card, benefits after 90 days.  
**Mt. Dora, Eustis, East Leesburg**
- 303 Business Development Associate needed to implement sales strategy to small and mid-sized accounts. Candidates must be willing to develop, negotiate and class sales opportunities. Degree in Business, Marketing or Communications requires.  
**Ocala, Gainesville area**
- 307 New store in need of sales, inventory and clerical staff to work all shifts. Previous experience needed in retail sales and cash handling. Bilingual skills a plus!  
**Leesburg**
- 320 Sales Associates provide friendly service by actively seeking out customers to assess their needs and provide assistance. Applicants should have one plus years of customer service or retail experience.  
**Clermont**
- 340 Box Office Cashier to sell movie tickets, answer questions & phones, and/or update box office signage (other positions also available)  
**Leesburg**

437 Field Representative/Service & Sales experience through work is preferred, also must be flexible and self-starter **Lake & Sumter Co.**

451 Retail Sales this is a part-time position for sale in a store specializing in the sale of sun-activated, color changing products **Villages**

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

289 Perform skilled technical work in the construction, installation, maintenance, modification, and repair of electrical/electronic based traffic controllers, traffic signal overhead wiring, and hardware. **Lake County**

299 Yard Tech, Fork Lift, Saw Operators, and Fabricators needed by local company; great benefits **Lady Lake, Tavares**

325 Oil/Lubricate Person to work FT or PT hours must have experience with cars and be computer literate. **Bushnell**

342 Sanitation Workers to collect trash and garbage from city resident and commercial establishment **Villages**

345 Shop Helpers for busy holiday season to run errands, clean-up after designers, process flowers, and general duties **Eustis, Lady Lake, Leesburg**

381 Maintenance Worker I position requires heavy manual work using equipment & hand tools, the company will pay for a one-time opportunity to train & test for Class B License **Eustis**

387 Lead Park Worker/Spray Technician with two to three years experience in landscape maintenance involving chemical application **Minneola**

392 Animal Control Office to enforce animal control ordinance and state laws relating to animals and to ensure public protection **Lady Lake**

397 Parks Maintenance Worker I with some experience in heavy manual work, also valid FL Driver License required **Clermont**

445 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas **Leesburg, Village**

446 Environmental Service Technician II for hospital setting need for all general cleaning (Job Fair 4/2/07) **Leesburg, Village**

### SOCIAL SERVICES

- 311 Caretaker to be companion and work with adults who have a developmental disability must have two years caretaker experience pay range is \$8.75 - \$15.50 per hour. **Leesburg**
- 329 VPK Instructor, Elementary Education teacher, and Reading Instructor needed by private school; must have AA or Bachelor's Degree. **Sumter County**
- 346 Employability Facilitator with prior experience working with disadvantaged and disabled population **Leesburg**

### SPECIALIST

- 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**
- 309 HS grad with college coursework in chemistry and related biological sciences needed to work as a Forensic Technician; must have two years of experience in forensic pathology or equivalent in education. Pay range - \$14.19 - \$22.70 per hour. **Leesburg**
- 326 Environmental Technician assists with activities and operations of the household hazardous waste collection and prepares hazardous waste for transport and disposal have one year of college or vocational training in environmental technology, laboratory technology, biology or a closely related field. Position starts at \$12.00 - \$19.20 per hour. **Tavares**
- 332 Truss Designer for design of quality roof and floor trusses according to repair or construction plans; training in technical/trigonometric math; supplemented by 2-3 years in truss design, construction framing or related field. **Lady Lake**
- 333 Quality Inspector is responsible for inspecting and evaluating roof and floor trusses for compliance to standards; applicants should have one year of experience, safety background, and computer skills. **Lady Lake**

- 334 Material Coordinator is responsible for maintaining raw materials and supplies. Applicants should have one year of related work experience, computer skills, and knowledge of safety issues. **Lady Lake**
- 335 Maintenance Tech is responsible for performing all routine and preventative maintenance efforts to provide a safe working environment. Applicants should have one year of related work experience. **Tavares**
- 355 Assistant Technical Theatre to assist manager in implementing technical support services for special events **Leesburg**
- 367 Power Lineman Instructor must have extensive electrical industry knowledge and experience **Sumterville**
- 401 Central Supply Technician I is responsible for the inventory receipt, delivery, and restocking of par stations and issuing of emergency supplies **Clermont**
- 420 Impact Fee Coordinator with Bachelor Degree and 8 years of administrative experience in government or commercial sectors **Tavares**
- 424 Library Assistant requires six months of library or customer service experience, to provide general library duties **Leesburg**
- 428 Library Assistant with one year of library/related experience or training, also a Florida Driver's License **Sumter Co.**
- 429 Athletic Program Coordinator with two years experience in physical, athletics, parks and recreation, also CPR & First Aid Certification **Sumter Co.**

### **Summer Positions**

- 269 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**
- 435 Student Assistant this position is temporary fulltime Monday – Friday, 8:30 – 5:00 / May 2007 – August 2007 **Tavares**

## **TRANSPORTATION**

- 343 Delivery Drivers these positions is for Holiday delivers, driver must be 25 years old with their own vehicle (may be paid by delivery or hour your choice), we have hundreds of deliveries **Eustis, Lady Lake, Leesburg**
- 366 Patient Transport must be license, shift is varies, these are full-time position, there are two position available **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**

450

### **JOB FAIR**

for the  
Environmental Services Department  
April 2, 2007  
9:00am – 3:00pm  
Leesburg

451

### **JOB FAIR**

Lake-Sumter Community College  
Leesburg Campus  
April 18, 2007  
10:00am – 1:00pm  
&  
South Lake Campus  
April 19, 2007  
10:00am – 1:00pm