



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

**Week of April 11, 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**

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**
- 465 GIS Specialist II requires a Bachelor Degree in Geography, Computer Science, Surveying or related field, also three years of GIS and project management/coordination experience **Leesburg**
- 510 GIS Coordinator to coordinate, implements, supervises, and administers the Geographic Information Systems department **Sumter Co.**
- 512 System Support Specialist I this is a full-time position working 8:00am – 5:00pm, must have experience **Leesburg/Villages**
- 518 Network Analyst to work as part of our team of caring staff, this is a full-time position, the great benefits **Tavares**

### **CUSTOMER SERVICES**

- 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**
- 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**

- 476 Care Giver I with current CPR and First Aid Certificate, certificate in 10-hour childcare course, and 10 hours approved in-service training **Lake Co.**
- 479 Assistant Site Coordinator for the extended learning center must have current CPR/FA, 20 hours of school age training, completed LCSB Administration of Medications class, also be willing to work split shift **Eustis**
- 516 Lifeguard to supervises the recreational and competitive swim and enforces pool rules, while maintaining safety **Clermont**
- 519 Customer Service, Sales, and Verification Agents to work for a Specialty Marketing Call Center, earn hourly, commission, & bonus **Ocoee**
- 558 Customer Service—Front Desk Clerks, Night Auditor, Assistant Restaurant Manager, Conference Set-up Manager, Delivery Clerks, Marina Assistant, and Servers needed for locate resort and club **Howey in the Hills**

### **FINANCIAL SERVICES**

- 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**
- 477 Bookkeeper I with one to two years responsible experience in bookkeeping and accounting support work **Leesburg**
- 496 Accounts Receivable Representative previous experience in insurance/billing preferred; must be proficient in computer and data entry **Tavares**
- 508 Accountant to reconciles general fixed assets accounting records to perpetual inventory maintained by the records department **Tavares**
- 524 Regional Account Manager must possess excellent interpersonal and communication skills, also knowledge of Microsoft Office **Eustis**

**FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE**

- 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**
- 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**
- 464 Firefighter EMT or Paramedics to provide protective services and treat injured persons must have all current certifications **Leesburg**

- 469 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of file and property **Tavares**
- 471 Report Write to type incident reports as deputy verbalized it over the telephone, and to type 35wpm and have excellent grammar & spelling skills **Tavares**
- 472 Police Officer for general duty police work in the protection of life and property through the enforcement of laws & ordinances **Lady Lake**
- 473 Detention Officer this position involving the custody, control, and care of inmates within the detention facility **Bushnell**
- 493 Forensic Photographer/Technician with AS Degree and certification as a Medical Photographer with one year of field experience **Tavares**
- 494 Forensic Technician with two years of experience in forensic pathology and autopsy procedures **Tavares**
- 502 Emergency Services Dispatcher with experience in general clerical work, communication, computer skills, and type 25-35 cwpm **Leesburg**
- 507 Firefighter I responds to fire alarms, drives and operates fire department equipment and apparatus; operates pumps and hydrants **Eustis**
- 517 Communications Specialist must be 18 years old and have a high school diploma, this position is at the police department **Clermont**

### **GENERAL OFFICE**

- 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**
- 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**
- 455 Office Associate III to perform a variety of secretarial duties must have three years secretarial experience **Tavares**
- 468 File Room Clerk with one year of clerical experience, type 35 wpm to perform duties relating to filing and maintenance of records **Tavares**
- 475 Human Resources Assistant to work two locations this is a full-time position days only, some experience required **Leesburg**
- 478 ESE Clerical Assistant II with general clerical duties including data entry and telephone skills **Umatilla**
- 495 Office Associate II (2 positions) part-time 27.5 to perform a variety of receptionist and secretarial duties **Tavares**
- 509 Staff Assistant II for advanced and difficult clerical, secretarial and assistant work, which includes the operation of PC keyboard **Sumter Co.**
- 526 Office Assistant for data entry and clerical duties, hours are 1:00 – 5:00 Monday – Friday and every other Saturday 8:00 – 12:00 **Leesburg**

### **HEALTH CARE AND SERVICES**

- 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 (3 positions) **Leesburg**
- 461 LPN with current LPN License & CPR, also must have great assessment and communication skills **Tavares**
- 463 Unit Secretary with proficient computer skills, medical terminology required, and hospital or physician office experience preferred **Tavares**
- 470 Medical Staff Service Assistant with clerical skills, knowledge of medical terminology, and the ability to plan, organize, & prioritize **Tavares**
- 474 Lead Coder to work in the Health Information Service Department this is full-time, days only position; experience required **Villages**
- 497 Home Health Aide with certification or CNA, current CPR, valid Florida driver license with safe driving record **Tavares**

- 498 Technician Assistant (2 positions) current CPR certification required, previous experience in a medical setting **Tavares**
- 504 Lead Ward Clerk to perform routine, non-technical clerical duties with medical terminology, verbal and written communication skills **Leesburg**
- 505 LPN (2 positions) with minimum one year experience in nursing, preferably in a mental health setting **Leesburg**
- 513 Patient Placement Specialist varies shifts, full-time position, with clerical experience **Leesburg**
- 514 Unit Secretary (2 Positions) they are both full-time positions working the day shift, must have medical terminology **Leesburg**
- 523 Receptionist for sharp outgoing candidate to work in fast paced MD's office, must be familiar with medical software **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**
- 427 Library Supervisor with a Bachelor Degree and two years of related experience, this is a part-time position **Sumter Co.**
- 459 Environmental Service Supervisor two years experience, able to read/write English and follow written/verbal instructions **Tavares**
- 499 Thrift Shop Supervisor with 3-5 years retail sales and management experience, also strong organizational, communication, & customer service **Tavares**

## PART-TIME POSITIONS

- 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**
- 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**
- 481 Child Care Provider would like a current student enrolled in either Child Care or Education Program, references and background check required **Mt. Dora**

## SALES

- 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**
- 482 Cashiers, Stocking, Recovery, & Customer Service Departments of local Department Store has open for these positions **Eustis**
- 521 Sales Representative for Tour and Travel applicant needs to be able to speak to potential guests (\$300 sign on bonus) **Ocoee**
- 522 Sale Associate this is a part-time position, job consist of various duties related to the operation of small retail score **Leesburg**

- 525 Sales Person to talk to people, hand out brochures, take order, put order on computer, and deliver order **Lake, Sumter, Orange Co.**
- 527 Sale & Marketing Associate to perform applicant interviews and placement, must meet monthly sales goals **Ocala**

**SKILLS/CRAFTS/TRADES/TECHNICAL**

- 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**
- 460 Environmental Service Team Leader previous experiences in management or supervisory position, hospital housekeeping management a plus **Tavares**
- 488 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**

- 491 Kennel Worker performs a variety of activities dealing with kennels, animals and shelter operations starts at \$9.31 - \$14.80 per hour. **Sumterville**
- 511 Maintenance Technician III to perform skilled work in the installation, alteration, serving, maintaining, and repairing of air conditioning/heating, refrigeration equipment, and electrical systems **Sumter Co.**
- 515 Central Supply Technician I is responsible for the inventory receipt, delivery, and restocking of par stations and issuing supplies **Clermont**

### SOCIAL SERVICES

- 346 Employability Facilitator with prior experience working with disadvantaged and disabled population **Leesburg**
- 480 Support Assistant to work with persons with disabilities, this is a fun job, you will be taking clients to the movies, bowling, out to dinner, also how to make friends, to make their bed, and hoe to stay safe **Lake & Sumter Co.**
- 492 Caretaker to be companion and work with adults who have a developmental disability must have two years caretaker experience **Leesburg**

### SPECIALIST

- 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**
- 428 Library Assistant with one year of library/related experience or training, also a Florida Driver's License **Lake Panasoffkee**
- 454 Librarian II with Master Degree in Library Science and two years of experience in youth service and FL Driver License (2 positions) **Astor**
- 506 Teacher with two years experience in working with children with special needs and emotion disorders, must have teacher certification **Leesburg**

520 Marketing Coordinator to provide support to the referral department and the call center by obtaining referrals from current owners **Ocoee**

### **Summer Positions**

435 Student Assistant this position is temporary fulltime Monday – Friday, 8:30 – 5:00 / May 2007 – August 2007 **Tavares**

456 Recreation Aide to provide assistance toward the recreational activities such as sports, games, and arts and crafts **Tavares**

462 Summer Camp Counselor to assist in organizing and planning of summer youth recreational indoor and outdoor activities **Clermont**

467 Lifeguards part-time with current Senior Saving Certification and the ability to read and write in English, enjoy working with children **Eustis**

483 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**

484 Lifeguard needed from May 27 - July 21 to work with children and adults with physical and/or cognitive disabilities **Sorrento**

485 RN & LPN needed for summer camp for children and adults with physical and/or cognitive disabilities, date May 27 – July 21 **Sorrento**

486 Personal Care Counselor needed for summer camp from May 27 – July 21, 2007, come make a difference someone else life **Sorrento**

487 Housekeepers & Kitchen Assistants needed for summer camp come be a part of a wonderful experience for children and adults **Sorrento**

500 Assistant Day Camp Director with current Red Cross CPR and First Aid Card, and the ability to work with children and parents **Leesburg**

501 Camp Counselor at least 18 years old with one year of college or preschool teacher with 45 hours class with HRS **Leesburg**

503 Camp Director with BS Degree in Leisure Services, Education, or Physical Education, also the ability to supervisor & direct **Leesburg**

## **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**
- 453 Driver/Operator with one year of delivery experience, also the ability to read, and follow directions, to use a PC, FL Class E Driver License **Tavares**
- 458 Driver with a Class D driver's license (no accidents in last 3 years), current CPR, and some heavy lifting is involved **Tavares**

## **VOLUNTEERS**

- 489 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**

## **JOB FAIR**

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