



The Office of Job Placement
Employment Listings

Week of April 25, 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

- 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.**
- 518 Network Analyst to work as part of our team of caring staff, this is a full-time position, the great benefits **Tavares**
- 556 Webmaster to design and maintain the Internet and Intranet web pages, monitor the usage, and maintain relevant resource link **Tavares**

CUSTOMER SERVICES

- 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**
- 449 Nanny/Mother's Helper to help with four year old, this position is for last week in June until mid August **Yalaha**
- 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**
- 528 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**

- 542 Nutritional Services Aide I must display excellent communication and customer service skills with patients, nursing staff, and visitors for delivery of proper tray to correct patient **Clermont**
- 554 Care Giver I with current CPR and First Aid Certificate, certificate in 10-hour childcare course, and 10 hours approved in-service training **Groveland, Clermont**
- 559 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**
- 560 Guest Services Representative II to maintain patients, family, and staff confidentially, to answer phones, transfer calls, check rooms, and give guest directions and escort them to their destination **Clermont**

FINANCIAL SERVICES

- 374 Financial Aid Program Specialist with AA or As in Business Administration to provide advisement to student and parents with regard to the financial aid process, also process communication and maintain documentation **Leesburg**
- 508 Accountant to reconcile 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**
- 550 Finance Coordinator to perform advanced fiscal and financial duties in support of the Community Services Department **Bushnell**
- 555 Fiscal Assistant to do routine accounting support duties working to generally accepted standard accounting principles **Tavares**
- 557 Bookkeeper I with one to two years responsible experience in bookkeeping and accounting support work **Minneola**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**
- 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**
- 546 Legal Secretary with two years experience and have good computer telephone, and office skills **Leesburg**

GENERAL OFFICE

- 436 Office Assistant with Telephone and computer skills and must be able to type 40WPM, also work with public and community **Leesburg**
- 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**
- 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**
- 539 Clerical Support Representative to perform diversified and confidential secretarial duties requiring broad experience and skilled knowledge of organization policies and practices for a Manager or Director **Clermont**
- 543 Receptionist with professional detail-oriented attitude able to multi task, excellent phone, radio communication skills, filing, record, and computer **Clermont**
- 546 Legal Secretary with two years experience and have good computer telephone, and office skills **Leesburg**
- 548 Staff Assistant to work 30 hours per week for advanced and difficult clerical, secretarial, and staff assistant duties **Tavares**
- 558 Clerical Assistant with the ability to perform general office functions to include basic knowledge of office equipment and standard procedures **Clermont**
- 561 Staff Assistant to perform a variety of routine and customer service duties, which includes all general office duties **Lady Lake**

HEALTH CARE AND SERVICES

- 341 CNA/HHA must have six months of home health experience, also have CNA & HHA certification **Tavares**
- 371 Health Information Management Technician to maintain file room, process records for microfilm, answer phone, and other duties **Leesburg**
- 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**
- 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**
- 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 (3 positions) **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 (4 positions) **Tavares**
- 498 Technician Assistant 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**
- 530 Coding Analyst with minimum of five years experience with radiation oncology coding preferred **Tavares**
- 562 Lab Technician with a minimum Associates degree in biology or related fields, this is an entry level position **Groveland**
- 563 LPN must have current Florida license this is a full-time position the shift is varies, hours are 72 bi-weekly **Leesburg**

MANAGEMENT/SUPERVISORY

- 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**
- 547 Program Manager to join our committed staff and team to over see our Grants, Scholarships Program, Component Fund Distribution and Leadership Council, are that special person **Clermont**

PART-TIME POSITIONS

- 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**
- 481 Child Care Provider would like a current student enrolled in either Child Care or Education Program, references and background check required **Mt. Dora**
- 551 Library Assistant this is an (on call position) responsible clerical work including the circulation on library materials & furnishing information **Sumter Co.**
- 564 Education Coordinator for after school youth education enrichment program to work with large groups of children **Leesburg**
- 565 Youth Technology Instructors for after school program, curriculum provided; also computer experience required **Leesburg, Eustis**

SALES

- 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**
- 570 Marketing Representative to market web hosting, web designs, and computer services this is a commission based position **Lake Co.**
- 569 Sales this is a part-time position with an attractive compensation package; with full training and opportunities for advancement **Lake Co.**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 345 Shop Helpers for busy holiday season to run errands, clean-up after designers, process flowers, and general duties **Eustis, Lady Lake, Leesburg**
- 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 () **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**
- 533 Environmental Service I Housekeeper general cleaning in various hospital areas, there are 5 positions with both part/full-time, several shifts **Tavares**
- 534 Meter Reader to read, to inspect meters, to turn meter off/on, to write-up and deliver tags; also to do other computer functions **Eustis**
- 540 Environmental Aide I & II to be responsible for the cleaning and disinfecting of patients rooms and ancillary areas **Clermont**
- 541 Environmental Services Lead to assist supervisor in the operation and cleaning of patient and non-patient areas **Clermont**

- 553 Mosquito Control Technician I this is position involves skilled work in the operation of complex mosquito control equipment with **Sumter Co.**
- 567 Foreman Trainee to supervisor the crew and is actively involved in the construction custom bridges **Tampa**
- 568 Lead Man to help supervisor crew and do construction work, must have framing experience **Tampa**
- 571 Carpenter to assist in building our custom timber vehicular bridges, framing experience and heavy equipment operation a plus **Tampa**

SOCIAL SERVICES

- 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**
- 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**

- 566 Engineering Designer to design for roadways, drainage facilities and water, reclaimed water, sewer and right of ways **Eustis**
- 572 Copy Writer/Proof Reader for web design firm, the person doing this job may be able to work remotely, but must meet with client at some point **Lake Co.**

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**

- 549 Recreation Counselor Jr. & Sr. needed for both day camp and tennis program, to work 30 – 40 hours per week **Mt. Dora**
- 552 Clerical Aide – Student only to aid in office activities, two positions one in the Administration office, one in the Library **Bushnell, Lake Panasoffkee**

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**
- 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**