



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

**Week of April 4, 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**

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**

### **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**

## 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**
- 423 Reimbursement Specialist to maintain and provide support between child care and fiscal department must have bookkeeping experience **Leesburg**
- 466 Head Cashier with advanced training in business, accounting, & office technology, also experience preferably in utilities, bookkeeping and cashiering, some supervisory work **Leesburg**
- 477 Bookkeeper I with one to two years responsible experience in bookkeeping and accounting support work **Leesburg**

## FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT

- 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**

**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**
- 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**
- 452 Office Associate III with three year of secretarial experience which must include word processing, spreadsheets, & data software applications **Tavares**
- 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**

## 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**
- 457 Business Office Representative II hospital insurance & collection experience, also medical terminology preferred **Tavares**
- 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**

#### 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.**
- 459 Environmental Service Supervisor two years experience, able to read/write English and follow written/verbal instructions **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**
- 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.**
- 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**

## 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**

### **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**
- 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.**
- 454 Librarian II with Master Degree in Library Science and two years of experience in youth service and FL Driver License **Clermont**

### 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**
- 490 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**

## **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**

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