



The Office of Job Placement
Employment Listings

Week of May 30, 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

- 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

- 634 Computer Technician to install Software, PC's, and Networking, also to troubleshoot PC's Networks, and Domains **Lady Lake**
- 635 Web Graphic Designer with great communication skills and positive attitude, great designing skills (part-time) **Clermont**
- 673 Web Designer for entry level position to help our team collaborate project work, only team player need to apply **Eustis**

CUSTOMER SERVICES

- 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 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**
- 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 then to their destination **Clermont**
- 625 Aquatic Coordinator to maintain the health and safety of all members. Visitors, and employees utilizing the aquatic facilities **Clermont**
- 654 Stocker/Customer Service Representative to work part-time must be reliable, detail-oriented to focus on full store shelf, accurate pricing, provide support and customer service (weekends a must) **Lake, Orange, & Volusia Co.**
- 657 Childcare Provider for ten year girl to work on Thursday from 4:30 – 11:00 pm and as needed must have reference, preferred student of Early Childhood Education or studying for Teaching degree **Fruitland Park**

- 660 Team Members needed for local retail store in the Lake Square Mall, both full and part- time positions available **Leesburg**

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**
- 376 Grant Accounting Specialist to be responsible for maintaining financial records for federal, state. And local grant reporting **Leesburg**
- 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**
- 614 Billing Specialist to collect billing and demographic information, also to review and submit HCRA applications **Leesburg**
- 623 Patient Business Representative with two years experience in financial, business office, or customer service environment required **Clermont**
- 664 Accounts Receivable Representative with previous experience in insurance/billing, proficient with computer keyboard and data entry, also customer service a plus **Tavares**
- 670 Bookkeeper to do routine bookkeeping work maintaining financial records and databases (2 positions) **Clermont**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 469 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of file and property **Tavares**
- 494 Forensic Technician with two years of experience in forensic pathology and autopsy procedures **Tavares**

- 546 Legal Secretary with two years experience and have good computer telephone, and office skills **Leesburg**
- 609 Firefighter/EMT to perform various activities including fire suppression, fire prevention, rescue, and emergency medical care **Tavares**
- 613 Firefighter/Paramedic to perform individually and/or as a member of a firefighter team and will participate in fire suppression activities **Mt. Dora**
- 617 Police Officer for general duty police work involving the prevention of crime and the enforcement of law and ordinances **Eustis**
- 618 Staff Assistant (Police Dept) to perform highly specialized and responsible administrative clerical work involving the operation of the dept. **Eustis**
- 626 Control Room Operator for specialized security work in working the control room, control panels, telephones, & computerized systems **Tavares**
- 627 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**
- 628 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 630 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **Lady Lake**
- 631 Police Officers all applicants must be certified by Florida Police Standards and Training **Clermont**
- 632 Firefighter/Paramedic with FL Certified Firefighter, FL Paramedic Certification w/current ACLS, CPR for Healthcare Providers & Fl Drive License **Clermont**
- 633 Firefighter/EMT with FL firefighter II Certificate, FL EMT and CPR for Healthcare Providers, also FL driver license **Clermont**
- 637 Emergency Service Dispatcher with experience in general clerical work and typing, communication, and computer skills (type 25-35cwpm) **Leesburg**
- 639 Communication Officer to work in public safety related work requiring the operation of telephone and radio dispatching equipment **Lady Lake**
- 672 Receptionist experience preferred, but not required to work in local PA's Office answering phones, opening files, and other general duties **Mt. Dora**

GENERAL OFFICE

- 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**
- 577 Staff Assistant to work 30 hours per week for advanced and difficult clerical, secretarial, and staff assistant duties **Tavares**
- 576 Staff Assistant for advanced and difficult secretarial and staff assistant work, also usage of two-way radio for communication with workers **Tavares**
- 577 Administrative Assistant to perform clerical and secretarial work, to provide support to other dept as needed **Tavares**
- 588 Clerk II to perform advanced clerical, fiscal, and prepare daily, & monthly reports, also balance driver's fare box **Bushnell**
- 590 Clerical this position is part-time, then full-time for two months, back to part-time, must have good customer service **Mt. Dora**
- 604 Paralegal/Legal Secretary this position is full or part-time the schedule is flexible, the candidate must have strong communication and organizational skills **Eustis**
- 608 Office Associate IV with four years secretarial experience also must have practical experience with PC (part-time 25 hrs per week) **Tavares**
- 615 Clerical Support responsible for scheduling all services performed by facility, also credits and debits clients for services **Leesburg**
- 618 Staff Assistant (Police Dept) to perform highly specialized and responsible administrative clerical work involving the operation of the dept. **Eustis**

- 619 Staff Assistant to compose and type correspondence, minutes, reports, forms, and enter information on the computer data base **Eustis**
- 621 Membership Representative to be responsible to assist in the operation of the reception area while maintaining an environment healthy and safe **Clermont**
- 636 Receptionist/Administrative Assistant to work 25 to 40 hours per week, must have outgoing personality with good communication skills **Lady Lake**
- 646 DH Secretary this is a full-time position working days only this position will be working at two locations, must be experience **Leesburg**
- 648 Spa Receptionist to answering the phone, scheduling, and coordinating appointments, greet, introduce clients to spa, other duties **Mt. Dora**
- 649 Office Assistant to answer switchboard, computer work, handling of money, and other office task **Mt. Dora**
- 656 Marketing Administrative Assistant with basic knowledge of administrative functions, strong computer and typing skills **Leesburg**
- 658 Administrative Associate part-time must have good communication, organizational skills, and experience in MS Excel & Word **Eustis**
- 659 Clerk Typist with one year of general office experience with office machines including but not limited to computer **Villages**
- 661 Clerical no experience needed, knowledge of MS Office a plus, this can be a part or full-time position (possibility for advancement) **Leesburg**
- 663 Office Associate II for variety of receptionist and secretarial duties in accordance with office procedures **Tavares**
- 669 IS Assistant to maintain control over the computer and all input to the system, to input outpatient bills and other data **Leesburg**
- 671 Administrative Coordinator to provide support to branch office, must be a self starter with excellent verbal and written communication skills **Clermont**
- 672 Receptionist experience preferred, but not required to work in local PA's Office answering phones, opening files, and other general duties **Mt. Dora**

HEALTH CARE AND SERVICES

- 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 (2 positions) **Tavares**
- 474 Lead Coder to work in the Health Information Service Department this is full-time, days only position; experience required **Villages**
- 505 LPN (3 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**
- 523 Receptionist for sharp outgoing candidate to work in fast paced MD's office, must be familiar with medical software **Leesburg**
- 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**
- 578 Patient Care Technician with current CNA and/or HST certification, also certified in BLS, prior direct patient care experience, schedules varies **Tavares**
- 600 CNA with current Florida license to work in hospital setting there are several positions and several different schedules **Leesburg**
- 601 Assistant Director must have a degree this is a full-time position, this person will be working two locations **Leesburg, Villages**
- 610 Community Cline Coordinator with three years experience in a hospital or doctors office, also LPN or Clinical knowledge, & medical terminology **Tavares**
- 622 Monitor Technician/ Unit Secretary for routine clerical/ secretarial tasks for one or more persons in the nursing unit **Clermont**
- 624 Radiology Support Representative to provide complete and accurate communication of all information **Clermont**

- 629 Registered Nurse & LPN's to provide health care to inmates in a correctional setting, current FL license is required **Tavares**
- 640 CNA/HHA full-time & PRN status, six months of home health experience required; must have CNA & HHA certifications **Tavares**
- 641 Intake Facilitator/LPN this is a full-time position, also must have current LPN license **Tavares**
- 643 Registration Specialist must be experience there are two positions available one full-time days other PRN varies shifts **Leesburg**
- 644 Coder III to work in the Health Information Services department must have certification, days only **Leesburg**
- 645 Health Information Services Technician I must be experience this is regular part-time position working days only **Leesburg**
- 647 Unit Secretary there are four positions in several departments, all are full-time positions, some need medical terminology **Leesburg**
- 665 Business Office Representative II with medical terminology, insurance, collection, and customer service preferred **Tavares**
- 666 Centralized Scheduler the ability to type 35wpm, basic computer skills, and medical terminology **Tavares**

MANAGEMENT/SUPERVISORY

- 377 Manager Student Services responsible for the direct administrative supervision and coordination of academic advising, testing, orientation, admission, student activities, registration, and financial aid **Sumterville**
- 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**
- 612 Assistant Director of Parks and Recreation to provide administrative assistance and administration of major programs of all city facilities including development maintenance and repairs **Leesburg**

642 Assistant Director of Admitting Department this is a full-time position that will be working in two locations Degree required **Leesburg/Villages**

PART-TIME POSITIONS

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

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.**

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

- 653 Sales local company looking for people to fill positions in their residential sale market, must be self motivated **Leesburg**
- 674 Sales Specialist to provide the highest level of customer service support, to assist customers, assess customers' needs, & guide customer decisions **Leesburg**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 375 Maintenance Service Worker I with one year experience in providing custodial, light building maintenance, or grounds service **Leesburg**
- 460 Environmental Service Team Leader previous experiences in management or supervisory position, hospital housekeeping management a plus **Tavares**
- 533 Environmental Service I Housekeeper general cleaning in various hospital areas, there are 2 positions with both part/full-time, several shifts **Tavares**
- 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**
- 602 Environmental Service Technician II for hospital setting need for all general cleaning (8 positions) **Leesburg, Village**
- 603 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (6 positions) **Leesburg, Village**
- 607 Maintenance Service Worker I with one year of experience in providing custodial, light building maintenance or grounds service **Leesburg**

- 652 Pool Person to clean pools and adjust water chemistry, must have valid Florida drivers license, and hour are flexible **Lake Co.**
- 655 Sanitation Workers to collect trash and garbage from city residents and commercial establishments onto a collection vehicle **The Villages**
- 662 Animal Control Officer to perform a variety of duties pertaining to the enforcement of the animal control and related law **Tavares**
- 675 Receiving Associate to work as part of a team to unload merchandise from carriers and check the quantity and quality **Leesburg**

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

- 367 Power Line Instructor this is a part-time position to teach postsecondary electric line worker courses **Sumterville**
- 378 Student Life Assistant with 1 – 2 years experience with event planning, experiential education, and/or student activities **Clermont & Sumterville**
- 379 Coordinator Sports Information/ Head Softball Coach to oversee and coach the Women' softball Program and plan, supervise, organize, implement athletic related public relations, and student activities **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.**

- 574 Library Assistant with one year of library or related experience/training, also a Florida driver license **Clermont**
- 582 Library Page to assist patrons in the use of library computers including scheduling public Internet usage **Mt. Dora**
- 606 Project Coordinator to oversee all aspects of administration of web-based skilled assessments for clients **Mt. Dora**
- 620 Code Enforcement Officer I to perform technical work involving the proactive and reactive enforcement of city codes and ordinances **Eustis**

Summer Positions

- 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**
- 650 Teacher Assistant part-time, completed the minimum 45-hours state mandated classes, also CPR & First Aid certification **Mt. Dora**
- 651 Pre-Kindergarten Teacher (3 yr old classroom) part-time must have completed or currently working on their CDA/CDAE or higher **Mt. Dora**

TRANSPORTATION

- 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**
- 667 Driver must have safe driving record, class D license and previous experience, also current CPR (2 positions) **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**