



The Office of Job Placement
Employment Listings

Week of June 19, 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

- 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**
- 678 Web Design to refurbishing and re-designing and to be able to access information; this is a freelance position **Leesburg**
- 679 Program Analyst to do advanced technical work programming and designing management information system **Bushnell**
- 729 GIS Specialist II requires B.S. degree in Geography, Computer Science, Surveying, 3 years experience, and FL driver License **Leesburg**
- 750 Mac Computer Operator to work from anywhere, sending work via Internet, must be to use Mac OS-X Page-2 (part-time summer job) **Eustis**

CUSTOMER SERVICES

- 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**
- 730 Activities Specialist to provide activity services to hospital patients in groups or individually, needs good interpersonal/interaction skills **Leesburg**
- 748 Child Care Sitter need for five hours weekly, working the day shift only, this is a regular part-time position **Leesburg**

FINANCIAL SERVICES

- 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**
- 687 Finance Clerk I to process payments, cash reconciliation, and daily deposit, clerical/billing/accounting tasks **Fruitland Park**
- 698 Financial & Office Coordinator with five years experience in accounting, finance, business or public administration (licenses/certification a plus) **Tavares**
- 707 Patient Account Clerk to collect demographic and admission information, admin client and assist with other duties **Leesburg**
- 708 Staff Accountant with two years of accounting/auditing experience , also a Bachelor Degree in accounting, finance or related field **Tavares**
- 709 Bookkeeper to perform routine bookkeeping work, involving fiscal records, according to the general standard accounting rules **Clermont**
- 743 Finance Clerk I to process payments, cash reconciliation, daily deposit, clerical/billing/accounting task **Fruitland Park**
- 753 Insurance Specialist to work in a hospital environment this is a full-time position and experience is required **Leesburg**

FIREFIGHTER/PARAMEDIC/LAW ENFORCEMENT/CRIMINAL JUSTICE

- 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**
- 630 Police Officer for general duty police work in the protection of life and property through the enforcement of law and ordinance **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**
- 689 Detention Officer this is a responsible position involving the custody, control and care of inmates within the detention facility **Bushnell**
- 690 Emergency Management Director for managerial planning, operations, and administrative work **Bushnell**
- 699 Forensic Technician responsible for performing a variety of technical tasks in assisting the medical examiner **Tavares**
- 713 Control Room Operator for specialized work operating security monitoring systems in control room **Tavares**
- 714 Deputy Sheriff with current certification for general law enforcement and public safety work in the protection of life and property **Tavares**
- 715 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**
- 716 Dispatcher with the ability to comprehend & carry out oral & written instructions, to listen, to react quickly & calmly, and to read road maps **Tavares**
- 718 Police Officers all applicants must be certified by Florida Police Standards and Training **Clermont**
- 719 Firefighter/Paramedic needed full and/or part-time with FL Certificate Firefighter, FL Paramedic Certification w/current ACLS, CPR for Healthcare Providers and FL Driver License **Clermont**
- 724 Correction Officer must be 19 yrs. old, have a valid driver license, passed the Correctional Officer B.A.T. Test **Ocala**
- 728 Emergency Service Dispatcher experience in general clerical work, communication, typing, & computer skills (25-35cwpm) **Leesburg**

GENERAL OFFICE

- 381 Specialist Admission/Records with one year of experience, duties will include all admissions, records, & registration related forms & documents **Leesburg**
- 383 Administrative Staff Assistant to provide services for front desk to students, community members, faculty, and staff **Clermont**
- 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**
- 615 Clerical Support responsible for scheduling all services performed by facility, also credits and debits clients for services **Leesburg**
- 636 Receptionist/Administrative Assistant to work 25 to 40 hours per week, must have outgoing personality with good communication skills **Lady Lake**
- 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**
- 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**
- 691 Receptionist this is a part-time position working the day shift must have receptionist experience **Leesburg**
- 695 Clerical this is a part-time position for an entry level clerical position, hours can be flexible (student preferred) **Leesburg**
- 720 Secretary needed for general secretary duties including filing, coping, faxing, banking, mail, and price checking **Eustis**
- 722 Executive Administrative Assistant must be quick learner, self motivated, and be able to work independently **Eustis**
- 723 Staff Assistant duties including compliance with current grant reporting requirements, must have computer skills **Eustis**
- 725 Word Processing System Operator to use word processor, computer and/or typewriter, reports, coping, and other clerical duties **Tavares**
- 726 Senior Clerk with two years secretarial or clerical work experience, also fingerprinting, background screening, & emergency duties **Eustis**
- 727 Office Associate III to perform a varies secretaries duties in accordance with established policies, also answer phones **Tavares**
- 735 Microfilm Technician with one year clerical experience to prepare, processes, develop, and duplicates documents **Tavares**
- 737 Clerical Assistant I requires general knowledge of basic office systems and procedures, including office machines **Clermont**
- 738 Enrichment Assistant to provide general administrative support, also basic knowledge of classroom programs and procedures, and the ability to understand, follow, and lead written & oral instruction **Clermont**

HEALTH CARE AND SERVICES

- 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**
- 622 Monitor Technician/ Unit Secretary for routine clerical/ secretarial tasks for one or more persons in the nursing unit (3 positions) **Clermont**
- 640 CNA/HHA full-time & PRN status, six months of home health experience required; must have CNA & HHA certifications **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**
- 676 Transcriptionist must have previous experience, also be able to use transcription dictation equipment and type 70 wpm **Leesburg**
- 686 Coding Technician must demonstrates good verbal communication skills and be able to work independently **Clermont**

- 692 Records Clerk (3 positions) full-time working the day shift must have experience in the patient financial services **Leesburg**
- 700 Business Office Representative II with medical terminology preferred, also hospital insurance & collection experience **Tavares**
- 701 LPN with current LPN License & CPR for home health must have great assessment & communication skills **Tavares**
- 702 PBX Operator with previous experience on switchboard, also must be proficient with computer keyboard and data entry **Tavares**
- 704 Unit Secretary medical terminologies is required and proficient computer skills, also hospital or doctor office strongly preferred **Tavares**
- 706 LPN (three positions) with a minimum of one year experience in nursing, preferably in a mental health setting **Leesburg**
- 717 RN & LPN to provide health care to inmates in a correctional setting, current FL license is required **Tavares**
- 734 Health Information Medical Technician to maintain file room, must have strong communication, organization, & interpersonal skills **Leesburg**
- 739 LPN need as school nurse with current State of FL LPN License, also must possess and maintain CPR and First Aid Certification **Clermont**
- 740 Clerk II - coding skills required the ability to successfully demonstrate competent use of computer system, Word and Affinity (2 positions) **Clermont**
- 746 Patient Management Care Software Trainer full-time must have Florida RN or LPN license with 3 years experience plus 1 year hospice experience **Tavares**
- 747 LPN & RN must have current Florida License to provide health care in a loving environment for end of life patients **Tavares**
- 752 Patient Placement Specialist part-time with clerical experience and medical terminology II **Leesburg**

MANAGEMENT/SUPERVISORY

- 642 Assistant Director of Admitting Department this is a full-time position that will be working in two locations Degree required **Leesburg/Villages**
- 677 Library Supervisor responsible for day to day operation of a branch library, furnishes information to library users **Bushnell, Lake Panasoffkee**
- 688 Human Resource Manager to assist in interviews, recruits, and selection of employees to fill vacant positions **Lady Lake**
- 712 General Manager with fast food management experience, this company offer benefits (medical, dental, retirement & vacation) **Mt. Dora**

PART-TIME POSITIONS

- 569 Sales this is a part-time position with an attractive compensation package; with full training and opportunities for advancement **Lake Co.**
- 695 Clerical this is a part-time position for an entry level clerical position, hours can be flexible (student preferred) **Leesburg**

SALES

- 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**
- 721 Professional Licensed Agent this is a part-time position working 10-20 hours per week, marketing all types of insurances, mortgage, & securities **Leesburg**
- 751 Marketing Position with full and part-time positions, no experience required; only requirement is the genuine interest in helping others **Lake Co**

SKILLS/CRAFTS/TRADES/TECHNICAL

- 375 Maintenance Service Worker I with one year experience in providing custodial, light building maintenance, or grounds service **Leesburg**
- 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**
- 603 EVS Technician I for general housekeeping to clean various areas including rooms office and public areas (3 positions) **Leesburg, Village**
- 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**
- 675 Receiving Associate to work as part of a team to unload merchandise from carriers and check the quantity and quality **Leesburg**
- 693 Maintenance must have valid FL driver license this job requires working out side doing general labor duties **Minneola**
- 733 Environmental Specialist for routine housekeeping duties as they relate to keeping units clean, experience preferred, but not required **Leesburg**
- 741 Environmental Aide I & II responsible for the cleaning and disinfecting of patient rooms, and ancillary areas **Clermont**
- 742 Environmental Service Lead to assist supervisor in the operation and cleaning of patient and non-patient areas **Clermont**

SPECIALIST

- 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.**
- 607 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**
- 731 School Technician with two years experience with mentally challenged children in an institutional/academic setting, to provide close supervision and assistance in daily living **Leesburg**
- 732 Eligibility Specialist to participate as part of a child service delivery team working with clients who seek subsidized child care **Leesburg**
- 744 Code Enforcement Officer must be certified by the Florida Association of Code Enforcement Level 1 to 3 or professional required **Clermont**
- 745 Social Worker this is a full-time position needing a Bachelor degree and three years relevant experience **Tavares**
- 749 Program Recruiter for the recruitment of volunteers to advocate for abused and neglected children **Ocala**

Summer Positions

- 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

- 667 Driver must have safe driving record, class D license and previous experience, also current CPR (2 positions) **Tavares**
- 736 Driver I (2 positions) to operate type 1 and 2 buses in transporting riders, to provide information, to perform light maintenance **Bushnell**

VOLUNTEERS

- 696 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**