

Florida Job Order Bulletin Board Print Document

Job Order: **12508415**

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Job Title: **863143-EMPLOYMENT SECURITY REPRESENTATIVE II - 40042131:MS:56:T3**

Type of Job: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Job Description:

Veterans Preference

Requisition No:863143

*****This position is not available until after December 1, 2025*****

Agency: Commerce

Working Title: EMPLOYMENT SECURITY REPRESENTATIVE II - 40042131

Pay Plan: Career Service

Position Number:40042131

Posting Closing Date: 10/24/2025

Your Specific Responsibilities:

- Provide job placement assistance and refer customers to job openings, training opportunities, and other employment-related services as appropriate.
- Provide labor market information, orientations, and/or other employment-related subjects and refer customers to supportive services as appropriate.
- Assist applicants to register as appropriate and interview clients for job assistance or benefits within a case management structure.
- Interview and assess customer needs, job skills, education, knowledge, and abilities.
- Conduct comprehensive and specialized assessments of eligible persons and develop an individual employment plan to identify the employment goals, appropriate objectives, and services for participants that will lead to sustained careers and lasting self-sufficiency as needed.
- Performs work and records activity and customer information in the current database system.
- Monitors job openings and verifies referral results with employers.
- Provide instructions and assistance to customers utilizing services, systems, and information available in the Resource Room, along with other related computer data and programs.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities:

- Ability to promote and market the department and the Career Center.
- Knowledge of the principles and techniques of effective communication and the ability

to communicate clearly and effectively in individual and group settings, both verbally and in writing.

- Knowledge of the basic principles of counseling and case management,
- Working knowledge/experience using Microsoft applications, including Word, Excel, and PowerPoint.
- Ability to understand and apply applicable rules, regulations, policies, and procedures.
- Ability to work effectively as part of a team and establish and maintain effective working relationships with others.
- Ability to utilize problem-solving techniques.
- Ability to deal with the public in a tactful, courteous, and effective manner.
- Ability to conduct effective interviews.
- Ability to listen effectively.
- Ability to work independently by planning, organizing, and coordinating work assignments.
- Ability to prepare reports to include recording, evaluating, and analyzing data.

Qualifications:

As a condition of pre-employment eligibility, a Level 2 security background screening is required, which consists of fingerprinting and a check of local, state, and national law enforcement records.

Minimum:

- Appointment to this position must be made in order of preference provided by Public Law 100-323, as follows: Appointment to this position must be made in the order of preference provided by Public Law 100-323, as follows: First to qualified service-connected disabled veterans; then, if no such disabled veteran is available, to qualified eligible veterans; and if no such eligible veteran is available, to qualified persons (as defined in 38 U.S.C.) Applicants applying via the Internet must ensure that required military documentation, DD form 214 and/or current US Department of Veterans Affairs (VA)/ Defense letter reflecting character of discharge is submitted prior to closure of job announcement.
- IAW the Veterans Benefit Act of 2010, 38 U.S.C 4102(A) (c)(8)(A) requires all newly hired LVER specialists are required to satisfactorily complete Jobs for Veterans State Grant (JVSG) training delivered by the National Veterans Training Institute (NVTI) within 18 months after the date of employment.
- The incumbent must possess or obtain certification as a Workforce Professional Tier 1 within six months of employment in the position.

Preferred:

Professional or nonprofessional experience in employment, interviewing, counseling, job placement, job development, or job analysis.

Possess the ability to utilize state workforce development databases and possess the ability to utilize the Internet to conduct research and obtain data.

Work Schedule: Full time

Salary: \$33,760.00 / Annually

Our Organization and Mission:

Florida Commerce works across the state to support Florida's economy, robust and talented workforce, and our local communities. We are dedicated to making a stronger and more resilient Florida, so our businesses, communities, and workforce are better prepared to withstand future economic slowdowns and natural disasters.

In collaboration with our partners, we salute our nations veterans and are honored to have the opportunity to support them and their family members by encouraging them to apply at Florida Commerce for positions that fit their skill sets.

The Work You Will Do:

This position performs professional and administrative work in a workforce career center setting, providing services to job-seekers and/or employers. This position specializes in providing individual or group vocational or employment counseling services in a One-Stop Center responsible for providing individualized or group specialized counseling services to targeted/contracted groups (e.g. dislocated workers, veterans, welfare transition participants, etc.) using standardized counseling techniques which will assist customers in deciding on vocational goals and employability plans for entrance into employment.

The Difference You Will Make:

You will assist Marion County residents obtain wages to be self-sufficient and sustainable through training and employment. You will utilize your skills by offering a broad range of employment programs and career consulting services that make it easier for job seekers to find new employment or transition to a new career.

Florida Commerce is a fast-paced work environment in which critical thinking and prioritizing are a must.

How You Will Grow:

Florida Commerce encourages its employees to constantly innovate and seek efficiencies. Training is made available throughout the year and on request with the Office of Training and Development within the Bureau of Human Resource Management. In accordance with our Vision and Mission, the employee:

- Furthers Florida's economic vision by providing support that enhances the economy and develops, safe, and healthy communities.**
- Meets customer/client expectations with an emphasis on responsiveness, quality, quantity, and timeliness of work.**
- Provides information clearly, accurately, and succinctly; and exhibits listening skills.**
- Works collaboratively to optimize Florida Commerces available resources and tools.**
- Uses knowledge acquired through education, training, or experience to complete tasks.**

These expectations are for all our employees, and you will be expected to model these as a leader. We believe in supporting and encouraging you as you take on important and often complex projects while offering you the opportunity to gain valuable experience.

Where You Will Work:

Marion County is known as the Horse Capital of the World, having over 600 thoroughbred horse farms with world class breeding champions. It has 1,588 square miles of land area, making it the 5th largest county in the state of Florida. It has majestic natural springs, offering opportunities for swimming, tubing, kayaking and glass bottom boat tours. Beyond its springs, the county is an outdoor haven with the vast Ocala National Forest, the Marjorie Harris Carr Cross Florida Greenway trail system, and many lakes for fishing and water activities.

WORKING FOR THE STATE OF FLORIDA HAS BENEFITS!

- * State Group Insurance coverage options+
(*health, life, dental, vision, and other supplemental option*)
- * Retirement plan options, including employer contributions (www.myfrs.com)
- * Nine paid holidays and a Personal Holiday each year
- * Annual and Sick Leave Benefits
- * Student Loan Forgiveness Program(*Eligibility required*)
- * Flexible Spending Accounts
- * Tuition Fee Waivers (Accepted by major Florida colleges/universities)
- * Ongoing comprehensive training provided
- * Career Growth
- * Highly skilled, professional environment

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace.

Candidates requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-866-663-4735). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

VETERANS' PREFERENCE. Pursuant to Chapter 295, Florida Statutes, candidates eligible for Veterans' Preference will receive preference in employment for Career Service vacancies and are encouraged to apply. Certain service members may be eligible to receive waivers for postsecondary educational requirements. Candidates claiming Veterans' Preference must attach supporting documentation with each submission that includes character of service (for example, DD Form 214 Member Copy #4) along with any other documentation as

required by Rule 55A-7, Florida Administrative Code. All documentation is due by the close of the vacancy announcement.

For instructions on how to apply, please click on the green Apply button.

Minimum Age: **NA**

Hiring Requirements: **Drug Testing/Screening, Background Checks**

Education Level: **No Minimum Education Requirement**

Requires a Drivers License: **No**

Minimum Salary: **33760.00 Year**

Maximum Salary: **33760.00 Year**

Pay Comments: **Not Applicable**

Benefits: **Medical, Dental, Life Insurance, Vision, Vacation, Holidays, Sick Leave, Tuition Assistance, Flex-Time, 401K, Retirement/Pension, Other, Flexible Benefit Account**

Job Application Methods Accepted: **Via Company Website (Address provided below)**

Employer requests only Veterans apply: **None Selected**

Company Website: **<https://jobs.myflorida.com/>**

Application Comments:

To be considered for this position, please apply at the company's website. Position number 40042131.

Employer Information:

CareerSource Citrus Levy Marion

2703 NE 14th Street

Ocala, FL 34470

Contact: **Iris Pozo**

Phone: **(352) 873-7939 ext 1286**