

# Florida Job Order Bulletin Board Print Document

Job Order: 12535210

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Job Title: 875545 - EMPLOYMENT SECURITY REPRESENTATIVE II -  
40042126:BDM:56:T2

Type of Job: Regular

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

Job Description:

## ***Veterans Preference***

This is a Florida Commerce position located at CareerSource Citrus Levy Marion

Delivers all aspects of the CareerSource center's employment/career counseling services (which include core, intensive, training and placement activities) through the direction of the CareerSource management, to all eligible persons, which include, but are not limited to WTP (Welfare Transition Program) services, WIA (Workforce Investment Act) services, LMS (Labor Market Statistics), Re-Employment Assistance (RA) Services, FSET (Food Stamp Employment Training) services, Job Corp Services, intake and assessment, career counseling, testing, job search assistance, resume writing assistance, referral and placement. Responsible for eligibility screening and preparing documents for eligibility certification; pre-screen and conduct one-on-one employment planning sessions by engaging customers in meaningful employment, support, training and/or re-training activities ensuring customer contact and follow up until employment is obtained; exercise independent judgment in issuing customer financial vouchers for support and/or intensive service costs; utilize advanced screening products in performing in-depth job seeker screening for employer job orders.

## Requirements:

- Employer conducts drug screen and level 2 background check
- The incumbent must possess or obtain certification as a Workforce Development Professional (Tier 1), within 6 months of employment in this 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.

## Job Duties

- Assists with follow up activities on all CareerSource customers to assure job placement and job retention.

- **Ensure customers receive high quality services and are provided the necessary resources and career guidance to obtain employment or re-employment.**
- **Conducts employment related workshops, orientation to services workshops, or any other necessary activity for the CareerSource customers to ensure employment goals.**
- **Provides detailed information regarding job search resources, training resources, social services and related community resources and other referrals as appropriate.**
- **Coordinates with CareerSource Employers Services staff regarding employment opportunities and projects, including On the Job Training (OJT), Work Experience, Job Fairs, Employer Spotlights, and other specialized employment/training programs.**
- **Attends meetings and participates in planning, coordination, and communication processes to ensure the efficient and effective functioning of the CareerSource philosophy.**
- **Evaluates program statistics and customer follow-up to assure compliance and performance outcomes. Makes recommendations to management for corrective action as necessary.**
- **Answers questions about eligibility and services for the public and customers.**
- **Assists in the resolution of customer complaints, concerns, or issues.**
- **Assists in writing training manuals and presentation materials, utilizing word processing programs and presentation programs such as Power Point, etc.**
- **Assists in more difficult cases where further background and graduate/advance study can be of assistance.**
- **Documents the delivery of CareerSource services in all applicable data bases within the programs delivered.**
- **Engages in on-going outreach and the identification of community resources. Establishes linkages and provides coordination.**

**Work Schedule: Full-Time**

**Salary: \$34,507.00 per year.**

**Benefits:**

- \* **State Group Insurance coverage options+ (health, life, dental, vision, and other supplemental option)**
- \* **Retirement plan options, including employer contributions ([www.myfrs.com](http://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**

**This position performs professional and administrative work in a workforce career center setting, providing services to jobseekers 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.**

**Purpose:**

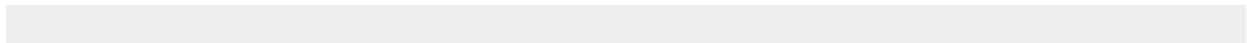
**You will assist Marion County residents obtain wages to be self-sufficient and sustainable through training and employment. You will utilize your skills by offering a broad range of employment programs and career consulting services that make it easier for job seekers to find new employment or transition 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 good listening skills.**
- **Works collaboratively to optimize the effectiveness of Florida Commerce's 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.**

**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: **34507.00 Year**

Maximum Salary: **34507.00 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 <https://jobs.myflorida.com/>. Position number 40042126**

**Employer Information:**

Confidential Information