

Searching for a Job in Tallahassee

*Kathy Barrett, James Herzog, Erica Buniack,
and Sarah Lucas Hartley*

Introduction

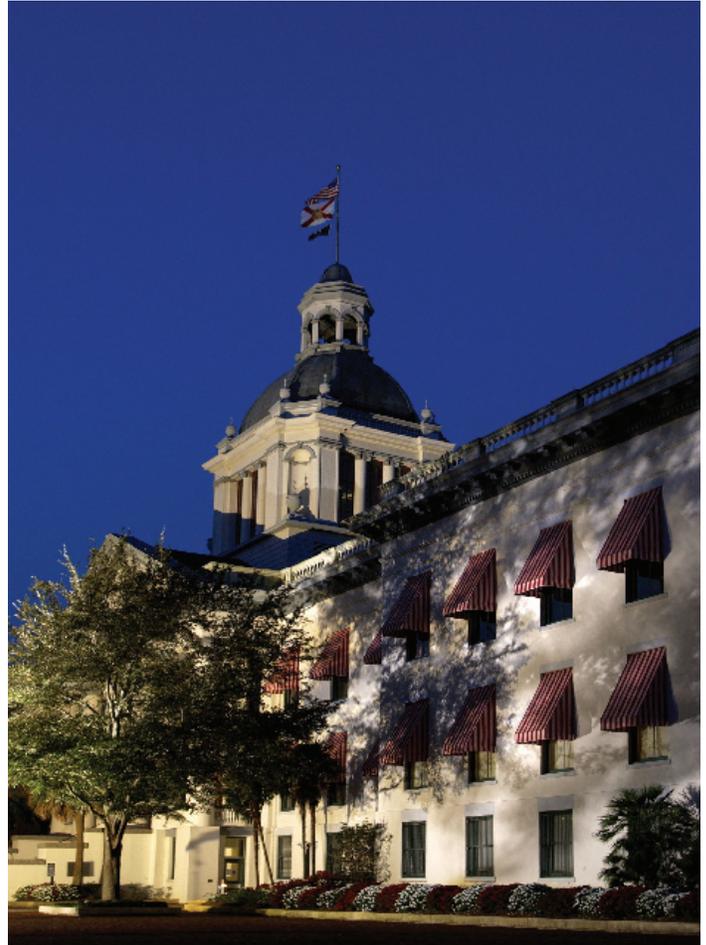
This guide does not provide comprehensive information regarding the very broad subject of searching for a job in Tallahassee. Instead, view it as a “clue” to a complex and possibly rewarding range of employment opportunities.

Six Tips to Keep in Mind

- 1. Don't overlook the local phone book.**
One of the most reliable resources is literally the Blue Pages of the current telephone book. These listings include government agency offices, telephone numbers, and often, job lines. Yellow Pages online at www.yip.com can also be used. Use this information as a base, but don't stop there.
- 2. Expect to do some research.**
Use resources such as those available in The Career Center (1200 Dunlap Student Success Center). See the resources listed in this guide. Don't simply rely on “a list” and believe you have covered all the bases.
- 3. Ask questions.**
All the information you need is probably not in print or online. Students, use your department's internship coordinator as a resource.
- 4. Don't be discouraged.**
Place negative “hearsay” and anecdotes from other job seekers in perspective. Their experiences may be a result of their own lack of research, preparation, or qualifications.
- 5. Don't underestimate information from experts.**
Public employees, such as those in workforce assistance centers, have a lot of knowledge to share. Have conversations with these people and others you encounter in your search. They can often provide useful information if you listen and persist in your networking efforts.
- 6. Use the Internet.**
Computers are available at the Leon County and State of Florida libraries and in The Career Center computer lab, if you don't have one. Employers often rely on electronic means to disperse vacancies and other information. See Job Searching on the Internet at www.career.fsu.edu under the “Career Guides” link.

Tallahassee & Leon County

The following sections describe key employer contacts in Tallahassee and Leon County.



Tallahassee Profile

- Leon County, with a 2010 Census population estimate, included 275,487 people. (Source: www.census.gov/2010census/).
- Tallahassee's Major Employers are on the Economic Development Council homepage: taledc.com. Click on “Data, Facts & Figures” and then on the “2013 Region's Major Employers” link.
- Additional information on the economic and employment profile of Tallahassee is available through the Tallahassee Economic Development Council's website: taledc.com.

City of Tallahassee

www.talgov.com

Human Resources, City Hall
300 S. Adams Street, Tallahassee, FL 32301
(850) 891-8214 • Jobline 891-8219 (Updated Weekly)

The City employs 2,900 people in full-time positions. City positions are posted on their website under "Job Opportunities" and then "Browse Job Openings." The site allows for searching job postings and applying for positions online. Preference is given to eligible veterans and spouses under terms of 295.085(2) Laws of Florida.

Leon County Board of County Commissioners

www.leoncountyfl.gov

Human Resources Office, Bank of America Building
315 Calhoun St., Suite 502, Tallahassee, FL 32301
(850) 606-2400 • Jobline (850) 606-2403

Hiring procedures in Leon County are semi-centralized. Under the Board of County Commissioners, the County Administrator supervises the departments of Management Services, Community Services, Public Works and Growth Management. Applications are made through the Human Resources Department.

Positions in the constitutionally created offices of county government are applied for at each office. These include Property Appraiser, Tax Collector, Clerk of Courts, Judicial, Sheriff and Supervisor of Elections. Each office has its own hiring process, independent of the County Human Resources Department.

Property Appraiser

www.co.leon.fl.us/propappr (Click on "Forms")

Courthouse Annex, 315 S. Calhoun St., 3rd floor
Tallahassee, FL 32301
(850) 488-6102

Most of the 50 positions in this office are for professional appraisers. College graduates with real estate backgrounds or those with appraisal experience are desired. Other positions are administrative and clerical. Turnover is very low, but positions are advertised on the website. This office has its own application form online (under "Forms" and then "Other").

Tax Collector

www.leontaxcollector.net

PO Box 1835, Tallahassee, FL 32302
(850) 488-4735

The Tax Collector has five offices in the county, employing more than 50 people. Positions are advertised on the website. Applications are taken year-round and considered when a vacancy occurs. The most frequent vacancies are entry-level Tax and License Specialists. Starting pay is very competitive.

Clerk of Circuit Courts

www.clerk.leon.fl.us

(Click on "General Information")

Administrative Office, 301 S. Monroe St., Room #129
Tallahassee, FL 32301 • (850) 577-4005

This office employs more than 150 people in various positions, such as managers, computer technicians, court specialists, data entry, and other clerical personnel. Job openings and applications are available on the website.

Leon County Sheriff's Office (LCSO)

www.leoncountysos.com

Personnel Office, 2825 Municipal Way
Tallahassee, FL 32302
(850) 922-3300 • HR Jobline (850) 922-4933

LCSO employs more than 600 personnel. Sworn positions include state-certified law enforcement and correctional officers. Certified only need apply. Non-sworn positions include communications, clerical and correctional. Listings are online and in the personnel office. Applications are accepted year-round and kept on active file for one year. Applicants chosen for interviews go before a board. Background checks are performed on all hires.

Supervisor of Elections

www.leoncountyelections.com

(Click on "General Information")

315 S. Calhoun St., Suite 110 Tallahassee, FL 32301
(850) 606-8683

This office, composed of an elected Superintendent and approximately 15 employees, handles all city and county elections. Vacant positions are advertised in the local newspaper and on the website. Types of positions include administrative, computer, demographic and physical analysts, voter outreach, office management and clerical.

Second Judicial Circuit Court

www.leoncountyfl.gov/2ndCircuit

(Click on "About Us")

301 S. Monroe St. Tallahassee, FL 32301
(850) 577-4000

While vital to county government, the circuit court and its employers are part of state government. All positions are at-will employment. The Florida Supreme Court Judicial Personnel office hires law clerks, court reporters, program staff (such as Guardian Ad Litem), administrative and clerical.

Leon County Schools

www.leon.k12.fl.us

2757 W. Pensacola St., Tallahassee, FL 32304
(850) 487-7100

The applicant can contact the Personnel Office at (850) 487-7100 to be considered for a specific job. In addition, you can view job openings and descriptions; then fill out an online application once you register on the "Paperless Applicant Tracking System" (<http://pats.leon.k12.fl.us>). The FSU Career Center also receives job vacancy notices, and these are filed in the Career Center Library.

State of Florida

People First

<http://peoplefirst.myflorida.com>

1 (877) 562-7287 TTY: (866) 221-0268

The People First Job Center is for individuals seeking a career in public service in Florida State Government. There are additional resources for those seeking employment with the State of Florida.

Workforce Plus

Big Bend Workforce Center of Leon County

www.wfplus.org

325 John Knox Road, Building B-100
Tallahassee, FL 32303
(850) 414-6085

In Towne South Plaza, this center houses computer systems listing all Career Service and other state positions. Computers provide access to state and private-sector employment. The center is open from 8 a.m. - 5 p.m., Monday through Friday except for state holidays. An Executive Center is also available to help job seekers find professional positions.

Other Personnel Services (OPS) positions may not be advertised, so it may be beneficial to explore this type of opportunity with an agency which interests you.

Collective Bargaining units representing state workers include the American Federation of State, County and Municipal Employees, the Florida Nurses Association and the Florida Physicians and Dentists. Membership is voluntary.

When reviewing Florida agencies for employment opportunities, don't overlook the existence of auxiliary services or projects conducted outside the agency and under a different name.

National High Magnetic Field Laboratory (NHMFL)

www.magnet.fsu.edu (Click on "About")

Florida State University, Administrator,
1800 E. Paul Dirac Drive, Tallahassee, FL 32310-3706
(850) 644-0311

The NHMFL is a partnership venture among FSU, University of Florida, Los Alamos National Laboratory, the National Science Foundation and the State. A few hundred scientists, researchers, faculty, graduate and post-

doctoral students and support staff work in the facility. Hiring is conducted through FSU Human Resources and for faculty positions, the Dean of Faculties Office.

Northwest Florida Water Management District

www.nwfwmd.state.fl.us

81 Water Management Dr., Havana, FL 32333
(850) 539-5999

Located 10 miles west of Tallahassee on Highway 90, the staff includes hydrologists, geologists, biologists, environmental engineers, planners, and various support positions.

Federal Government

USA Jobs

www.usajobs.gov

The Office of Personnel Management (OPM) is charged with design and administration of the employment system for competitive service jobs. USAJOBS.gov is "the Federal Government's official one-stop source for federal jobs and employment information." This service provides access to more than 30,000 worldwide job listings daily, updated on an hourly basis. On the website, users can search for jobs by location, job category, and agency; view these listings and complete and submit application packages.

Federal Career Opportunities Bulletin

Available in the Career Center Library, Call #VIB2 U7

Justice Department, Bureau of Prisons, Employment (BOP)

www.bop.gov (Click on "Jobs")

1 (800) 347-7744

The BOP website provides job vacancy listings and job descriptions. Their staff includes accountants, chaplains, dentists, teachers, trainers and recreation specialists, to name a few.

Non-profit Organizations

Another term sometimes used for non-profits is "community-based organizations." Many non-profits contract with government offices to deliver services and, therefore, operate largely on public funding. But, unlike the government, salary and benefits vary widely among non-profits. With smaller non-profits, compensation may be less competitive. However, depending on your goals, non-profits may be worth exploring.

Non-profits include The Chamber of Commerce, Red Cross, and Big Brothers/Big Sisters. Some are quasi-governmental such as housing authorities. Examples of non-profits are the following:

Tallahassee Memorial Healthcare, Inc. (TMH)

www.tmh.org

1300 Miccosukee Road, Tallahassee, FL 32308
1 (800) 347-0579 or (850) 431-5250

TMH is a very large non-profit. Due to the volume of applicants, the hiring process is very position-focused. Unless you have a specialized medical skill, chances of success are highest when you respond to a specific, open position. Positions are advertised in the Tallahassee Democrat (<http://tallahassee.gannettonline.com/careerbuilder/>). In addition, interested individuals can find job postings and apply on the hospital's website.

Tallahassee Chamber of Commerce

www.talchamber.com

115 N. Calhoun St., Tallahassee, FL 32301
(850) 224-8116

The Tallahassee Chamber of Commerce maintains a member directory of local area businesses. The directory can be used to search non-profits and other types of organizations. On The Chamber of Commerce website, look under the "Member Center" tab, and click on the "Member Directory" link. Search for "non-profit" in the category search box. Click on the individual non-profit links to look for job openings within the organizations.

Tallahassee Society of Association Executives (TSAE)

www.tallysae.org

PO Box 1139, Tallahassee, FL 32302
(850) 561-6124

Associations represent one of the largest industries in Tallahassee and employ people such as lobbyists, consultants, accountants, receptionists, graphic designers, and meeting planners. TSAE also maintains a job board on its website. Some resources are reserved for members only. Also, use the Tallahassee phone book or the Yellow Pages online at (www.yip.com) to locate associations whose purposes might fit your career goals.

Private Sector

There are many private sector employers in Tallahassee who provide work for hundreds of employees. Some major employers include McKenzie Tank Lines, Capital Regional Medical Center, Embarq, and Capital City Bank.

Other Resources

Staffing Agencies

Staffing agencies offer opportunities for temporary work. There are many agencies in Tallahassee who can be found in the phonebook under Employment Agencies. Also look at the Career Center's guide to Job Hunting in the Temporary Staffing Services Industry at www.career.fsu.edu/guides.

The Leroy Collins Leon County Public Library

www.co.leon.fl.us/library (Click on "Library Information")

200 West Park Avenue, Tallahassee, FL 32301
(850) 606-2665 • TDD (850) 606-2603

The library has many publications on job hunting techniques and tools, along with job listings - mostly public employers. Public computer terminals are available.

Local Colleges and Universities

Higher education institutions provide another major employment opportunity for the Leon County area. Below is a list of select colleges and universities in Tallahassee. For additional institutions, refer to the local Yellow Pages online at www.yip.com.

Florida A&M University

www.famu.edu

Human Resources

211 Foote-Hilyer Administration Ctr, Tallahassee, FL 32307
(850) 599-3611

Florida State University

www.hr.fsu.edu

Human Resources, 6200 A University Center,
Tallahassee, FL 32306

(850) 644-6034 • Jobline: (850) 645-JOBS

Lively Technical Center

www.livelytech.com/

500 N. Appleyard Drive, Tallahassee, FL 32304

1 (800) 499-5452 or (850) 487-7555

Tallahassee Community College

www.tcc.fl.edu/FacultyStaff/HumanResources/

Human Resources, 444 Appleyard Drive,
Tallahassee, FL 32304

(850) 201-8510



FLORIDA STATE
UNIVERSITY

The
Career Center
linking futures

850.644.6431 • career.fsu.edu

Alternative Format Available.
Revised 1/14