

Searching for a Job in Tallahassee

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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. Make a copy of them for yourself and “work” them. 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. 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, if you don't have one. Employers often rely on electronic means to disperse vacancy and other information. See *Job Searching on the Internet* at www.career.fsu.edu.



Tallahassee Profile

- Leon County, with a 2004 Census population estimate, included 243,867 people. The population for the Tallahassee metropolitan area, including Leon and Gadsden counties, was 326,929. (Source: Tallahassee-Leon County Economic Development Council, www.edctallahasseeleon.com).
- Leon County ranked 20th out of 67 Florida counties in population (Source: Enterprise Florida, 2004, www.eflorida.com).
- Tallahassee's 50 Largest Employers on the Chamber of Commerce homepage: www.talchamber.com.
- Additional information on the economic and employment profile of Tallahassee is available through the Tallahassee Economic Development Council's Web site: www.edctallahasseeleon.com.

Tallahassee & Leon County

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

City of Tallahassee

www.talgov.com/hr/openings.cfm

Human Resources, City Hall

300 S. Adams Street, Tallahassee, FL 32301

(850) 891-8214 • Job Line 891-8219 (Updated Each Friday)

The City employs 2,800 people in more than 600 different job classifications. City positions are advertised every Sunday under miscellaneous classifieds in the Tallahassee Democrat. See also the Democrat's web job listing service at: tallahassee.gannettonline.com/careerbuilder/index.html.

Collective bargaining units cover police and fire fighters. Other city employees are not unionized.

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, County Courthouse, Suite 108, 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 Tourist Development, Management Services, Community Services, Public Works and Growth Management. Applications are made through the Human Resources Department (Suite 201, County Courthouse). Positions are categorized as Career Service, Non-Career Service (Senior Management, Executive Service and their support staff) or OPS. There is no obligation to advertise the last two types. Some employees of the Cooperative Extension Office work for the University of Florida which conducts hiring.

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/

Courthouse Annex, 315 S. Calhoun Street

Tallahassee, FL 32301

(850) 488-6102

Most of the 30 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 in local newspapers. This office has its own application form online.

Tax Collector

www.leontaxcollector.net

PO Box 1835, Tallahassee, FL 32302-1835

(850) 488-4735

The Tax Collector has five offices in the county, employing more than 50 people. Positions are advertised online.

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. Promotion from within is the policy.

Clerk of Circuit Courts

www.clerk.leon.fl.us

Administrative Office, 301 S. Monroe Street, 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 Web site.

Leon County Sheriff's Office (LCSO)

lcs.leonfl.org

Personnel Office, 2825 Municipal Way,

Tallahassee, FL 32302 • (850) 922-3507

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 are 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.leoncountyfl.gov/HR/jobs/joblist.asp

PO Box 7357, Tallahassee, FL 32314-7357

(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 online. Types of positions include administrative, computer, demographic and physical analysts, voter outreach, office management and clerical.

Second Judicial Circuit Court

www.2ndcircuit.leon.fl.us

301 S. Monroe Street, Tallahassee, FL 32399-2550

(850) 488-6701

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. State employment applications are submitted to the office where the position occurs.

Leon County Schools

www.leon.k12.fl.us

2757 W. Pensacola Street, Tallahassee, FL 32304-2996s
(850) 487-7190 • FAX (850) 487-7822 • Job Line (850) 487-7200 (24 Hours A Day) • TDD Users Call (850) 487-7100

The Job Line allows the applicant to register for consideration for specific jobs. The applicant can call the Job Line or contact the Personnel Office at (850) 487-7190 to be considered for a specific job. In addition, you can view job openings and descriptions and fill out an application online once you register on the "Paperless Applicant Tracking System" (www.pats.leon.k12.fl.us). The FSU Career Center also receives job vacancy notices and these are filed in the Career Center Library, Room A4101 UC.

State Of Florida

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 positions, plus some other state positions. Computers provide access to state and private-sector employment. However, employer information is not on the computer, and it is necessary to see a representative to get full details. These representatives, in addition to giving specific position information, can also provide orientation to other services. 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, the Florida Police Benevolent Association and the Florida Physicians and Dentists. Membership is voluntary.

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

National High Magnetic Field Laboratory

www.magnet.fsu.edu

Florida State University, Administrator,
1800 E. Paul Dirac Drive, Tallahassee, FL 32310
(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, 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 Drive, 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

www.usajobs.opm.gov

The Office of Personnel Management (OPM) is charged with design and administration of the employment system for competitive service jobs. USAJOBS is "the Federal Government's official one-stop source for Federal jobs and employment information." This service provides worldwide job vacancy information that is updated each day from a database of more than 17,000 worldwide job opportunities. Often, you can apply for positions or submit a resume online. Users can also request application packages and obtain job listings and other information. It's convenient, user-friendly, accessible to persons with disabilities, and is available 24 hours a day, 7 days a week.

Many Tallahassee-based Federal employees are housed in the Federal Building at 227 N. Bronough, 615 Paul Russell Road, or the Federal Correctional Institute on Capital Circle. The hiring for federal positions in Tallahassee is often conducted or initiated elsewhere. The following are sources of federal employment listings:

Federal Career Opportunities Bulletin

Available in the Career Center Library (1200 DSC)

Justice Department, Bureau of Prisons, Employment

www.bop.gov

Career Information Services

1 (800) 347-7744

The Career Center Library also has information on federal employment. For more information, conduct a search on Career Key or ask a Career Advisor.

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 than competitive. However, depending on your goals, non-profits may be worth your while to explore.

For a sample of this sector in Tallahassee, see the *Community Resource Directory* (VIB2 T4) on the Reference shelf in the Career Center Library. Other non-profits include chambers of commerce, the Red Cross, and Big Brothers/Big Sisters. Some are quasi-governmental such as housing authorities. Examples non-profits are:

Tallahassee Memorial Healthcare, Inc. (TMH) www.tmh.org

1300 Miccosukee Road, Tallahassee, FL 32308
1 (800) 347-0579

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 on the Jobline, in the Democrat, and in daily postings in the TMH Employment Services and hospital bulletin boards. In addition, interested individuals can find job postings on the hospital's Web site and apply online for specific positions.

Convention and Visitors Bureau

www.visittallahassee.com

106 E. Jefferson Street, Tallahassee, FL 32301
(850) 606-2305

The vacant positions for this small non-profit are advertised in the Democrat. Resumes are accepted.

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 web site. Some resources are reserved for members only. Also, use the Tallahassee phone book to locate associations who purposes might fit your career goals. Search the online section of the Talking Phonebook, www.talkingphonebook.com under Tallahassee. Use the Yellow Page Categories search feature and select Associations.

Private Sector

There are many private sector employers in Tallahassee that provide work for hundreds of employees. Some major employers include McKenzie Tank Lines, Capital Regional Medical Center, Embarq, and Capital City Bank. A list of private sector employers can be found in the *Major Employers List* in the Career Center Library (VID FL 19)

Other Resources

Staffing Agencies

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

The Leroy Collins Leon County Public Library www.co.leon.fl.us/library/

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

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.

Florida A&M University

www.famu.edu

Human Resources

211 Foote-Hilyer Administration Ctr, Tallahassee, FL 32307
(850) 599-3611 • Job Line (850) 561-2436

Florida State University

www.hr.fsu.edu

Human Resources, 6200 A University Center, Tallahassee, FL 32306-2410 (850) 644-6034 • Job Line: (850) 645-JOBS

Lively Technical Center

www.livelytech.com/

500 N. Appleyard Drive, Tallahassee, FL 32304
(850) 487-7555

Tallahassee Community College

www.tcc.cc.fl.us

Human Resources, 444 Appleyard Drive, Tallahassee, FL 32304 • (850) 201-8510



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