

Searching for a Job in Tallahassee

Objectives

1. Become familiar with online and print job search resources specific to Tallahassee and Leon County.
2. Identify local employers and job opportunities.

Getting Started

Utilize the local phone book. One of the most reliable resources for finding a job in Tallahassee is 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 do not stop there.

Expect to do some research. You can use resources such as those available in The Career Center Library, or review the resources listed in this guide. Not all of the information you need is probably in print or online so you might want to expand your research to include people resources!

Networking is another great way to learn about job opportunities in the area. If you have not created a LinkedIn profile, review the “Building Your LinkedIn Presence” guide at www.career.fsu.edu/Resources/Career-Guides to learn about networking.

Do not 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.

Use the Internet. Computers are available at the Leon County and State of Florida libraries and in The Career Center computer lab, if you do not have one. Employers often rely on electronic means to disperse vacancies and other information. Check out the “Searching for a Job” guide for more information.

Do not be discouraged. You may hear other job-seekers speak negatively about job searching, but try not to let that discourage you. Their experiences may be a result of their own lack of research, preparation, or qualifications.



What's Inside

Tallahassee & Leon County Resources.....	2
State of Florida Resources.....	3
Federal Government Resources.....	3
Non-Profit Organizations.....	3
Private Sector.....	4
Additional Resources.....	4

Tallahassee Profile

Before you begin a job search in Tallahassee, it might be helpful to learn more about the area, including major employers, targeted industry sectors, and the economic and employment profiles of Tallahassee.

According to the most recent census, Leon County has a population estimate of 275,487 people. (Source: www.census.gov/2010census). The Economic Development Council of Tallahassee/Leon County provides ratings and rankings of Florida's Capital Region, Tallahassee's Major Employers, and business data and demographics at taledc.com.

Tallahassee & Leon County Resources

City of Tallahassee

www.tal.gov.com

Human Resources, City Hall

300 S. Adams Street, Tallahassee, FL 32301

(850) 891-8214 • Jobline 891-8219

The City employs 2,900 people in full-time positions. City positions are posted weekly on their website under "Job Opportunities" and then "Browse Job Openings." The site allows you to search job postings and apply 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.leonpa.org (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 that can be found under "Forms" and then "Employment Application."

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 are available on the website under "Employment Opportunities."

Leon County Sheriff's Office (LCSO)

www.leoncountysso.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. 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 "Careers")

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. 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

Leon County Schools employs 2,274 instructional, 505 district, and 1,450 support personnel. View job openings by clicking "Employment" and fill out an online application once you register on the "Paperless Applicant Tracking System" (<http://pats.leon.k12.fl.us>).

State of Florida Resources

CareerSource Capital Region

www.careersourcecapitalregion.com

325 John Knox Road, Atrium Building, Suite 102

Tallahassee, FL 32303

(850) 414-6085

This office provides comprehensive employment and workforce services for the region. The center is open from 8 a.m. - 5 p.m., Monday through Friday except for state holidays. Browse "Hot Jobs" online by clicking "Job Seeker." An Executive Center is also available to help professional-level job seekers with résumé development, interview skills, career transitions, and networking skills.

National High Magnetic Field Laboratory (NHMFL)

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

1800 E. Paul Dirac Drive, Tallahassee, FL 32310-3706

(850) 644-0311

The NHMFL is a partnership 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 the Dean of Faculties Office.

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. You can browse jobs by region online.

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 Resources

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 submit application packages.

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. Examples of non-profits include:

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.

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.

Additional 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. Review The Career Center's guide to "Searching for Work in the Temporary Staffing Services Industry" at <http://career.fsu.edu/Resources/Career-Guides>.

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

Summary

There are many job opportunities and employers in Tallahassee. This guide is intended as a starting point to help you begin your local job search.

Authors: Kathy Barrett, James Herzog, Erica Buniack, Sarah Lucas Hartley



FLORIDA STATE
UNIVERSITY

The
Career Center
linking futures

850.644.6431 • www.career.fsu.edu

Alternative Format Available
Revised 3/15