



Deputy Sheriff

\$15.86 / hour; On-Call

Williamsburg-James City County Sheriff's Office seeking individual to perform a variety of duties in support of the legal and judicial functions of the Sheriff's Office and the activities of the local courts.

Responsibilities: Serve a variety of civil process documents; execute evictions, levies, and other court ordered actions; transport prisoners and other persons to and from the court. Maintain and operate a security control room and lock up in the Williamsburg-James City County Courthouse. Exercise tact, courtesy, and firmness in contact with general public.

Requirements: High school diploma or equivalent with some experience working with the public and/or work experience providing exposure to legal terminology and proceedings; an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Virginia Court Security/Civil Process Certification from the Virginia Department of Criminal Justice Services (DCJS) preferred. If not currently certified must be able to successfully complete and obtain Virginia Court Security/Civil Process Certification from the Virginia DCJS. Must possess a valid Virginia driver's license and acceptable driving record.

Accepting applications until position is filled. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at jobs.jamescitycountyva.gov.