

## Assistant County Attorney

\$73,294 / year + [Full-Time County Benefits](#); Entry Level Position

The County Attorney's Office seeks an individual to perform responsible work providing legal counsel to the Board of Supervisors, County Administrator, various County departments, agencies, boards and commissions.

Responsibilities: Draft ordinances for amendments, revisions, and additions to the County Code. Represent the County in judicial hearings in Juvenile and Domestic Relations court, General District Court, Circuit Court, and state appellate courts, as well as federal courts; in administrative hearings and processes including but not limited to Equal Employment Opportunity Commission, State Corporation Commission, Department of Professional Regulation, and Department of Social Services administrative appeals. Prepare all materials including, motions, briefs, and subpoenas, necessary to fully defend the County's interests at trial or hearing; prepares real estate closing materials, search property titles for the County and JCSA prior to acquisition; take legal action to collect delinquent taxes and fees for the County and JCSA; release liens. Review documents such as bonds, letters of credit, and other surety agreements and related contracts and agreements; review and process draw requests on surety; review and/or negotiate purchase agreements and assures compliance with the Virginia Public Procurement Act and the County's Purchasing Manual. Respond to Freedom of Information Act requests, privacy protection issues and inquiries for information, opinions, and decisions, many of which require legal research. Speak to local and professional groups, on request, regarding legal topics and the role of the County Attorney's office.

Requirements: Any combination of education and experience equivalent to a law degree from an accredited law school; local government experience preferred; must be a member in good standing of the Virginia State Bar or have applied for admission awaiting results from bar exam (which results will be available prior to commencement of employment). Knowledge of law as applied to Virginia government and familiarity with courtroom procedures. Skill in offering advice on legal implications of issues relating to a variety of government functions. Ability to deal effectively with elected officials, department heads, other County employees, and the general public; speak effectively in court and before groups; express legal opinions effectively in writing.

**Accepting applications until 11:59 pm EST 12/02/2016. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at [jobs.jamescitycountyva.gov](http://jobs.jamescitycountyva.gov).**

## Community Development Assistant

\$30,685/year or higher, DOQ + [Full-Time County Benefits](#)

James City County Planning Division seeks an individual to perform responsible work conducting technical and administrative assignments in support of the Planning Division. Assignments require initiative to complete and generally follow set procedures and routines, although it may involve some more difficult components.

Responsibilities: Assist the public and applicants with questions concerning property information, zoning, land use, site plan review procedures, and status of land development applications. Intake and process planning related development applications. Perform technical and statistical research and analyses for development review and comprehensive planning activities. Assist staff with gathering data and preparing reports, presentations, and displays; compile minutes, staff reports, and attachments for the Planning Commission, Board of Supervisors, and necessary County officials. Gather and compile land use, zoning, socioeconomic, marketing and other data; prepare appropriate reports and displays as needed. Serve as Planning Division's office manager; develop and administer operating records, coordinate activities with other sections within division and outside agencies and departments as appropriate; provide general administrative support for the division.

Requirements: Any combination of education and experience equivalent to an Associate's degree in planning, public administration, applied computer science, business or related field; some experience in planning, customer services, clerical support, or related field. Must have considerable knowledge of office practices and procedures; some knowledge of drafting principles, practices, techniques, and equipment, and GIS systems and related software. Ability to conduct research, data collection, statistical analysis, and formulate conclusions and recommendations. Assemble and organize data and prepare reports from such records.

**Accepting applications until 11:59 pm EST 11/25/2016. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at [jobs.jamescitycountyva.gov](http://jobs.jamescitycountyva.gov).**

## Security Monitor PR

\$10.26/hour + partial [part-time benefits](#); 15 hours/week; variable schedule including nights and weekends.

Williamsburg Regional Library is seeking a security monitor to maintain order, discipline, and safety throughout Williamsburg Regional Library's facilities, parking lots, and grounds.

Responsibilities: Conduct regular checks on the security of Williamsburg Regional Library's buildings, parking lots, and grounds. Work with library staff to ensure order and safety and enforce user compliance with the library's policies. Investigate complaints of disruptive user behavior and handles each situation appropriately. Notify Librarian management or the Librarian In Charge and police in cases of serious discipline, security, and safety problems and completes appropriate reports. Serve as a liaison with the police department.

Requirements: Must have a high school diploma or equivalent combination of acceptable education and experience to provide necessary knowledge, skills, and abilities to handle all essential functions of the position. Security experience preferred. Must have the ability to travel among various library sites. Job is located at the Williamsburg Library and James City County Library localities.

**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](http://jobs.jamescitycountyva.gov).**