

Deputy Clerk I

\$24,924 / year or higher DOQ + [Full-Time County Benefits](#)

The Circuit Court Clerk's Office seeks an individual to perform responsible public service work in administering oaths and conducting routine transactions on behalf of the Clerk.

Responsibilities: Provide first point of customer service to the public; greet and assist public in locating public records. Receive civil filings; prepare summons and subpoenas; attend court for civil and VDOT cases; identify evidence as exhibits by affixing proper tags; receive adoptions maintaining separate order book, scan and index case files; send orders to required persons; file judgments and related documents; prepare abstracts of judgments and issue writs of fieri facias. Process paperwork for Conservators of the Peace; scan to Supreme Court optical disk system instruments recorded such as deeds, deeds of trust, assignments, certificates of satisfaction and easements. Process military discharges, concealed handgun permits, and certificates of assumed names of businesses; and, issue marriage licenses.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience in administrative work; some experience in public sector preferred. Some knowledge of the Circuit Court system and its operations. Knowledge of internet and software applications including Microsoft Office products; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Ability to communicate effectively and tactfully with public, members of the legal profession, law enforcement agencies, and fellow workers. Ability to read and understand legal documents and follow oral and written instructions; and, appropriately handle sensitive information and maintain confidentiality.

Accepting applications until 11:59 pm EST 03/31/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <http://www.jobs.jamescitycountyva.gov>

Wastewater Collection Apprentice

\$26,540 / year or higher DOQ + [Full-Time County Benefits](#)

James City Service Authority (JCSA) seeks an individual to perform responsible manual labor in the maintenance, repair and construction of the JCSA water and wastewater systems.

Responsibilities: Work with a crew performing manual labor installing, repairing, and maintaining infrastructure. Learn to operate heavy equipment, including a backhoe and excavator. Serve as the confined space attendant for no potential, low potential, and hazardous atmosphere environments, and employ associated Lockout/Tagout Procedures. Perform administrative tasks such as work orders, mapping infrastructure, and hydrant measurements. Flag and control traffic in accordance with State regulations.

Requirements: Any combination of education and experience equivalent to a high school diploma; some experience in the maintenance and repair of underground utilities. Must possess a valid Virginia Driver's License, and have an acceptable driving record based on James City County's criteria. Must possess a valid Commercial Driver's License, Class A, or be able to obtain within six (6) months of hire, and have an acceptable driving record based on James City County's criteria. Must be able to communicate and work effectively with other county employees and the public.

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Water Treatment Plant Supervisor

\$47,424 / year or higher DOQ + [Full-Time County Benefits](#)

James City Service Authority (JCSA) seeks an individual to perform advanced work supervising staff and overseeing all functions of the JCSA Water Treatment Plant (WTP), including distribution system operations, maintenance and repair of related assets, and program development for various treatment plant activities.

Responsibilities: Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities; and, may serve as Water Production Superintendent in his absence. Operates WTP; oversees maintenance and repair of related facilities and assets; assures compliance as JCSA quality assurance agent; serves as technical expert for WTP; resolves technical discrepancies involving the reverse osmosis process; and, maintains performance characteristics to ensure distribution system effectiveness. Establishes and implements goals and objectives for WTP including budget and strategies to complement Water Production Section's goals and objectives. Reviews plans and specifications; develops recommendations for modifications to existing and proposed assets. Maintains computerized maintenance management system for WTP, including scheduling preventive maintenance and planning for corrective maintenance. Ensures compliance with water related standards to comply with regulations; provides proper training and compliance with the County safety program and departmental safety procedures; ensures equipment, materials, and work conditions are adequately maintained to prevent accidents; and, conducts safety training as assigned; performs administrative duties including preparation of work logs, field and facility reports.

Requirements: Any combination of education and experience equivalent to an Associate's Degree with courses in chemistry or engineering; considerable experience as a Water Treatment Plant Operator; and, considerable experience in the utility field performing mechanical operations and maintenance. Must possess a valid Class 2 or higher Waterworks Operator's License. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Considerable knowledge of water chemistry, water sampling, and test techniques involved in determining conductivity, chlorine residual, turbidity, PH, alkalinity, and knowledge of regulations pertaining to water treatment; and, knowledge of Occupational Safety and Health Administration and Virginia Occupational Safety and Health safety laws, practices, and procedures relating to water production facilities. Knowledge of leadership techniques and principles and processes for providing customer service. Skill in use of computer software, especially Microsoft Office Suite; effective communication both orally and in writing. Ability to prepare and interpret materials and equipment specifications; perform mathematical calculations for chemical dosages, convert units of weights and measures, and perform laboratory tests; and, ability to function in an environment that requires the use of reparatory protection devices.

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