

GIS Intern

\$10 / hour; Temporary Seasonal Internship Position Available (up to 40 hours / week)

James City County Real Estate Assessments Division seeks a Summer Intern to assist in performing technical work maintaining and updating multilevel maps of the James City County Cadastral Mapping System with the use of computer Geographic Information Systems (GIS) technology. This internship involves routine manual and digital geographic information processing and analysis. Work is performed under the general supervision of the GIS Supervisor.

Responsibilities: Assist in preparing, revising, and maintaining a wide variety of computer-generated maps and cartographic products; assist with research and data collection necessary to compile, draft, digitize, code, query, edit, and prepare computer-generated maps for dissemination to members of County staff, the public, and private industry. Create, edit, and maintain data files for James City County geographic information system. Research and interpret plans as necessary to digitize, attribute, query, edit, and prepare cartographic products and analyses; research deeds and plats for correct boundaries. Transform information from aerial photographs, surveys, and other sources to mapping scale and make changes to County tax map series; and, translate deed descriptions into property boundaries. Provide map data and assist consultants and contractors hired by the County.

Requirements: Skill in use of computer software, especially ESRI ArcGIS. Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Ability to communicate courteously and effectively, both orally and in writing.

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 <http://www.jobs.jamescitycountyva.gov>

Family Services Specialist I/II

Family Services Specialist I: \$38,146 / year or higher DOQ + [Full-Time County Benefits](#)

Family Services Specialist II: \$41,018 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Social Services seeks an individual to perform responsible work providing support and assistance to agency customers with personal, social, health, and economic needs; counsel clients, make referrals, determine eligibility for social services, and serve as liaison between clients and ancillary agencies providing services. There are 2 levels of Family Services Specialist distinguished by the level of work performed and the qualifications of the employee.

Responsibilities: Counsel and provide services to families and individuals by focusing on family preservation and reunification; monitor progress of customers; implement court ordered services; work with families to prevent crises. Provide protective services to children, the elderly, and the disabled in the community; secure the well-being of children, older adults, and families; provide after hours on call services and emergency intervention. Manage assigned caseload by maintaining files, telephone contacts, referrals to private vendors for services, and preparing documents. Conduct field visits to schools, homes, and hospitals; coordinate with law enforcement and school personnel. Make referrals for services by working with service providers in the community and serving on interagency service assessment teams; serve as client advocate in accessing services and working with other agencies such as schools, courts, and mental health professionals. Provide assessment and case management for customers; develop and implement service plans to address family and individual needs. Provide 24-hour on-call responsibilities and is trained to provide emergency interventions.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in human services or related field; Family Services Specialist II: Master's degree preferred; and, completion of all Virginia Department of Social Services Training Requirements for field of specialization. Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Skill in use of computer software, especially Microsoft Office Suite. Ability to analyze and use judgment in accomplishing diversified duties; think independently within the limits of policies, standards, and precedents.

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Custodian

\$10.26/hour; On-Call Position

James City County General Services seeks an individual to perform responsible service/maintenance custodial work caring for and cleaning County buildings and grounds.

Responsibilities: Perform routine cleaning tasks such as dust or polish chairs, desks, tables, shelves, and other furniture; wash windows, woodwork and walls; gather and dispose of trash; vacuum, sweep, and mop floors. Clean restrooms and restock supplies. This position is required to learn to operate various equipment.

Requirements: Any combination of education and experience equivalent to a High School Diploma; custodial experience preferred. Must possess a valid Virginia Driver's License and acceptable driving record based on James City County's criteria. Knowledge of cleaning methods materials, and equipment to include the operation of heavy commercial cleaning equipment such as high-powered buffers and vacuums; and, knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Ability to use equipment and cleaning materials efficiently and economically; use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions; and, listen and understand directions, information and ideas presented verbally or in writing.

Accepting applications until 11:59 pm EST 05/17/2017 or until position is filled whichever comes first. 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>

Accounts Payable Specialist

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

James City County Financial and Management Services seeks an individual to perform responsible work preparing, maintaining, and reviewing fiscal or related accounts; maintain county and fiscal agency official financial records, review disbursement vouchers and issue checks, and assist in preparing and distributing various financial reports.

Responsibilities: Compute, audit, input, balance, process, print and distribute checks; upload ACH files, and enter wire information based on received invoices, travel requests, refunds, juror payments, and other requests for reimbursements. Route invoices from vendors to the appropriate department or agency for approval and coding. Review documents for appropriate charges, coding, receipts, forms, and compliance with federal, state, and county procedures. Reconcile invoices, statements, and receiving reports with purchase orders for price, quantity, and accuracy; and, maintain filing system for payments and outstanding purchase orders. Respond, both verbally and in writing, to a variety of inquiries from the public, vendors, county offices, or fiscal agencies; and, interpret county policies and applicable state policies to vendors, the public, and other county employees.

Requirements: Any equivalent combination of a high school diploma and considerable experience in accounting, bookkeeping, or statistics with the ability to work in a Windows environment. Considerable knowledge of data entry, automated financial recordkeeping systems, and various microcomputer software packages; and, standard office procedures, practices, and equipment; knowledge of principles and processes for providing customer service. Skill in use of computer software, especially Microsoft Office Suite. Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other county employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

Accepting applications until 11:59 pm EST 05/05/2017 or until position is filled whichever comes first. 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>

Senior Accountant

\$44,104 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Financial and management services seeks an individual to perform experienced accounting work preparing financial reports, and managing capital assets and grants for the County and its fiscal agencies.

Responsibilities: Manage grants and special project accounts for the County and its fiscal agencies, including developing policies and procedures, monitoring grant compliance and reporting, and coordinating materials for Board action. Prepare monthly and annual financial reports for fiscal agencies; attend and present financial information at fiscal agency assets Board meetings. Compute, prepare and maintain all journal entries and schedules for the addition, disposal and depreciation of capital assets for the County and its fiscal agencies. Prepare complex schedules, research, account analysis, and other material necessary for preparation of financial statements, ledgers, reports, and taxes. Reviews Board minutes for financial transactions and recommends appropriate action on the general ledger.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in accounting or related field and considerable accounting experience using complex financial systems; local government accounting experience preferred. Considerable knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Generally Accepted Accounting Principles (GAAP); some knowledge of Governmental Accounting Standards Board (GASB) statements; knowledge of principles and processes for providing customer service. Skill in use of computer software, especially Microsoft Office Suite. Ability to communicate effectively, both orally and in writing; establish and maintain effective working relationships with other county employees and the public; maintain complex records, assemble and organize data, and prepare reports from such records; exercise independent judgment and initiative and attention to detail in accordance with established policies and procedures with minimal supervision.

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