

Administrative Assistant

\$12.76 / hour; Full-Time Temporary Position + Partial County Benefits.

James City County General Services seeks an individual to perform responsible work maintaining automated records of a technical and administrative nature associated with James City County building and infrastructure, grounds maintenance and equipment, capital projects, and stormwater infrastructure. **This position will end on 06/30/2017 with the establishment of a new Full-Time Regular position with full-time County benefits to begin 07/01/2017. The individual hired into this Temporary position will be eligible to apply for the Full-Time Regular position.**

Responsibilities: Provide first point of customer service answering customer questions, resolving customer concerns and routing calls and questions to appropriate staff. Perform day-to-day entry of both general and technical data into the General Services Enterprise Asset Management (EAM) System including creating, processing and managing work orders for customers and General Service staff; collect and analyze information and prepare reports as requested by Management staff; and, prepare data for entry into various computer-based applications. Scan, format, edit, and certify record drawings including blue prints and work order documentation for a variety of projects and uploads them to SharePoint. Process invoices for payment and enters information into the General Services Department Accounting log; and, reconcile all General Service staff credit card purchases online with the proper budgetary information. Collect engineering data from record drawings for entry into EAM System; and, research and drafts administrative procedures.

Requirements: Any combination of education and experience equivalent to a high school diploma; and, some experience in administrative support including customer service. Knowledge of principles and processes for providing customer service; knowledge of data entry, enterprise level asset management software, and standard office software including word processing and spreadsheets; grammar, punctuation, spelling, and accurate mathematical calculations; and, standard office practices and procedures and clerical techniques. This position may require a MS Office Efficiency Test.

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>

Accountant

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

James City County Financial and Management Services seeks an individual to perform responsible accounting work for the maintenance of a complete and accurate general ledger.

Responsibilities: Compute, prepare, and input data for journal entries; reconciles accounts, sub-ledgers, and system modules to the general ledger; process expenditure and revenue transfer requests. Coordinate and prepare cash balancing with the Treasurer's Office for the County and its fiscal agents; prepare bank and investment reconciliation for fiscal agent and bond accounts; provide assistance to independent auditors for financial statements and records; and, review monthly financial reports of the County and its fiscal agents for accuracy. Prepare routine to complex schedules, research, account analysis or other work necessary for preparation of financial statements, ledgers, reports, or taxes. Review various documents for sufficient funding, coding, and compliance with county procedures; and, prepare, review, monitor, and analyze accounts such as receivables and payables for accuracy.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in Accounting or related field and some accounting experience using complex financial systems; local government accounting experience preferred. Considerable knowledge of Generally Accepted Accounting Principles (GAAP). Knowledge of principles, methods, and practices of accounting, tax, ledger recording, balancing, and financial reporting; Governmental Accounting Standards Board (GASB) statements; principles and processes for providing customer service.

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Waterworks Operator

\$35,477 / year or higher DOQ + Full-Time County Benefits

The James City Service Authority seeks individuals to perform experienced work operating, maintaining, and repairing the JCSA's Reverse Osmosis Water Treatment Plant (RO Plant) including related mechanical equipment.

Responsibilities: Operate, maintain, and repair mechanical and electrical systems at the RO Plant; diagnose operational and mechanical problems. Calculate chemical doses for water treatment; operate and maintain chemical feed equipment. Collect water samples as required by regulatory agencies including assorted chlorine residual, chemical and bacteriological samples as needed; follow up and coordinate with lab on test results. Operate and control water production facilities, booster stations and elevated tanks throughout the distribution system via SCADA system to meet water demands. Ensure efficient operation of the RO Plant; maintain established water quality standards by monitoring well operations; adjusting chemical treatment processes, adjusting pumping rates to maintain proper mix ratios between the upper and lower Potomac aquifers; performing administrative work maintaining RO Plant specific inventory; ordering items as necessary; initiating work orders, etc.

Requirements: Any combination of education and experience equivalent to a high school diploma; experience in water treatment and the maintenance, and repair of related equipment; valid Class 4 or higher Waterworks Operator's License preferred. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Must have the ability and tolerance to function in an environment that requires the use of respiratory protection devices. Knowledge of mechanical maintenance, plumbing, and basic electrical work; water chemistry, sampling, and test techniques involved in determining conductivity, chlorine residual, turbidity, PH, alkalinity, and other similar tests; principles and processes for providing customer service.

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General Office Clerk

\$11.00 / hour; Part-Time Temporary Position

The Clerk of Circuit Court seeks an individual to perform responsible public service clerical work maintaining and updating records and materials pertaining to the public and local organizations.

Responsibilities: Act as first point of customer service to County staff, the public, attorneys, and law enforcement; respond to office related inquiries and route to appropriate parties. Handle, prepare, and maintain records and materials for processing and archival purposes; ensure quality of fragile, rare, and sensitive materials is preserved in correct manner. Assist with processing and preserving a variety of documents; record deeds, deeds of trust, certificates, and other documents in the recording department; process permits, licenses, certifications, assignments, and other official documents.

Requirements: Any combination of education and experience equivalent to a High school diploma and some experience in administrative work, preferably in the public sector. Knowledge of the Circuit Court system and its operations; standard office terminology, procedures and techniques. Ability to operate and instruct others on the operation of a variety of office equipment; communicate effectively and tactfully with public, members of the legal profession, law enforcement agencies, and fellow workers; perform arithmetical computations; read and understand legal documents; follow oral and written instructions; and, maintain confidentiality of information handled within the office.

Accepting applications until 11: 59 pm EST 06/02/2017. 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>