

## Pretrial Domestic Violence Officer

\$17,742 / year or higher DOQ + [Part-Time County Benefits](#); 20 hours / week; limited-term position

Are you interested in making a positive impact in the community? Colonial Community Corrections is seeking a responsible individual to provide specialized supervision of defendants accused of crimes relating to domestic violence.

Responsibilities: Coordinate with defendant to ensure understanding of compliance with conditions of release and notification of pertinent appointments and procedures. Develop appropriate release plans based on assessed risk of the defendant and danger to the victim. Notifying courts of facts concerning noncompliance and recommending modifications to release conditions. Sitting on high risk task force team and fatality review team meetings as appropriate.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in Criminal Justice, Human Services, or closely related field and, some experience in adult probation, criminal justice, or related field. Must possess a valid Virginia driver's license and have an acceptable driving record based on County criteria. Considerable knowledge of the Criminal Justice System.

**Accepting applications until 11:59 pm EST 07/28/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**

## Shelver Clerk

\$9.55/hour; on-call positions available. Varied schedule includes mornings, afternoons, evenings, weekends and alternates between James City County Library and Williamsburg Library.

Responsibilities: Check in books and other library materials on automated system. Sorts and shelves library materials. Keep library shelves and other areas in orders. Some clerical duties.

Requirements: Must possess high school diploma or equivalent. Some public library job experience preferred. Ability to lift up to 50 pounds and push book carts filled with library materials.

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## Circulation Services Assistant

\$11.87/hour + [Part-Time County Benefits](#); part-time regular positions available (20 hours/week) varied schedule includes mornings, afternoons, evenings, and/or weekends. Job alternates between James City County Library and Williamsburg Regional Library.

Responsibilities: Provide public service at the circulation desk performing all related tasks; answer circulation and directional questions, operate cash register; transfer funds from register to safe, and reconcile daily receipts. Use automated library software to charge out library materials; process user records; determine material status, locate resources within the system and arranges for transfer of materials, places items on reserve, register new users, and run computer reports as required. Verify and send overdue notices, receive and record overdue fines, send related correspondence as needed, process lost/damaged library materials to technical services, and resolve user records and problem files. Assist with opening and closing the library; check in, sort, and shelve library materials as needed; may schedule and supervise circulation services volunteers.

Requirements: Any combination of education and experience equivalent to a bachelor's degree and some library or bookstore experience. Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; personal computer operations. Skill in excellent written and verbal communication; and use of computer software, especially Microsoft Office Suite and other computer software needed to perform tasks. Ability to establish and maintain effective working relationships with coworkers and the public; type and file accurately; independently organize work, set priorities, use time effectively, and meet deadlines; follow through on details; maintain records in a standard, orderly, and systematic fashion.

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## Probation Officer - Reentry Coordinator

\$35,477 / year + [Full Time County Benefits](#)

Colonial Community Corrections (CCC), a division of the James City County Police Department, seeks a responsible individual with the ability to use sound judgment and discretion to assess the criminogenic needs of inmates returning to the local community and to assist inmates in a successful transition; and, supervise a caseload of recently incarcerated probationers in accordance with Evidence Based Practices (EBP), supervision guidelines, and standards set by local policy and as established by the Department of Criminal Justice Services (DCJS).

Responsibilities: Conduct interviews, assessments, and evaluations of inmates located in the Virginia Peninsula Regional Jail to determine appropriate level of client supervision and services required for appropriate transition back into the community. Develop and coordinate delivery of applicable client services with appropriate agencies. Facilitate Thinking for Change groups; serve on Reentry Council and other relevant teams and sub-committees; act as liaison between CCC and other collateral agencies. Provide and prepare oral and written progress reports as appropriate.

Requirements: Any combination of education and experience equivalent to a Bachelor's degree in criminal justice, behavioral sciences, rehabilitation counseling, or related field and experience in adult probation, social services, criminal justice, or related field. Must possess a valid Virginia driver's license and have an acceptable driving record based on County criteria. Considerable knowledge of theories and practices of social case work and reentry efforts. Ability to communicate effectively both orally and in writing. Ability to maintain working effective working relationships with other professional groups within and outside local government agencies.

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## Deputy Clerk I

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

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

**Responsibilities:** Provide first point of customer service to the public by responding to routine requests for information; 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, scanning case files, and indexes; send orders to required persons; file judgments and related documents including confession of judgments and State and Federal tax liens; prepare abstracts of judgments and issues 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.

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## Indoor Lifeguard

\$10/hour; part-time, temporary position; applicants must be able to work flexible schedules on an as needed basis.

James City County Parks and Recreation seeks an individual to perform responsible work ensuring the safety of swimmers, enforcing safety rules, promoting water safety, and maintaining pool areas.

**Responsibilities:** Ensure the safety of pool patrons; enforce pool policies, rules, and regulations. Perform rescues and provide appropriate care; administers first aid, CPR, defibrillation, and oxygen as needed. Measure water chemistry and report results to supervisor. Assist in the maintenance and cleaning of pool and pool area. Attend staff trainings and meetings. Teach swimming lessons.

**Requirements:** Some lifeguarding experience preferred. Knowledge of water rescue methods; lifeguarding and first-aid practices and techniques; swimming pool safety; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction. Skill in carrying out water rescues; effective oral and written communications. Ability to physically perform all American Red Cross Lifeguarding skills; deal courteously but firmly with pool patrons.

Must possess and maintain the following American Red Cross certifications:

- Lifeguarding
- First Aid
- Cardio Pulmonary Resuscitation (CPR)
- Automated External Defibrillator (AED)

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