

## Engineering Assistant

\$14.75 / Hour; Part-Time Temporary Position (20 hours / week)

James City County Stormwater and Resource Protection seeks an individual to perform responsible entry level administrative support and paraprofessional work involved with supportive program administration functions associated with the County's Bay Act, erosion and sediment control, stormwater management VSMP, and tidal wetlands programs.

### Responsibilities:

Provides first point of contact customer service. Processes and tracks permits and exceptions. Orders and purchases operational supplies. Performs active file and record management. Inputs information into specialized Division program databases. Performs special assignments from the Director, Engineering and Resource Protection.

### Requirements:

High school diploma or equivalent; and, some office experience which shall have included interaction with the public, data entry, and automated record keeping preferably in the public sector. Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria. Skill in the use of computer software, especially Microsoft Office Suite. Ability to communicate effectively both orally and in writing; prepare and present technical information clearly; establish and maintain effective working relationships.

**Accepting applications until 11:59 pm EST on 09/29/2017. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://www.jobs.jamescitycountyva.gov>**