

## Administrative Assistant

\$15,925 / year + [Partial County Benefits](#); Part-Time Other position (24 hours / week)

Colonial Community Corrections seeks an individual to perform responsible administrative work including drafting and editing various reports and documents, providing customer service, and assisting with daily operations.

### Responsibilities:

- Provides customer service to the public and staff in person and over the telephone; provides information on departmental policies, procedures, programs, and services; and directs callers to appropriate personnel.
- Prepares new client case files; and organizes legal and other documents.
- Maintains, organizes, and updates records in database; and ensures accuracy and consistency of data.
- Controls, stores, and purges documents in accordance with applicable laws and regulations as established by Records Management and the Library of Virginia.
- Assist with outgoing mail as necessary; sort and distribute incoming mail and fax; and complete fax transmittals.
- Performs other duties as assigned.

### Requirements:

- Any combination of education and experience equivalent to a high school diploma or equivalent; some experience in responsible general office or public service work including customer service.
- Must possess, or be able to obtain within 30 days, a valid Virginia driver's license and have an acceptable driving record based on James City County Criteria.
- Must possess, or be able to obtain within 6 months of employment, Virginia Criminal Information Network Certification (VCIN).
- Knowledge of principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; data entry, computer operations, and automated recordkeeping; standard office practices and procedures
- Skill in operating general office equipment and use of computer software including Microsoft Office Suite
- Ability to prioritize, organize, and perform work independently and meet deadlines; establish and maintain effective working relationships with employees and the public; follow complex oral and written instructions; communicate effectively both orally and in writing; work accurately and rapidly; learn, interpret, and communicate the policies, procedures, and services of the Department; maintain complex records and ensure their confidentiality.

**Accepting applications until 11:59pm EST 10/12/2018. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**