

General Office Clerk

\$10.00-\$14.00/hour DOQ, temporary, part time position

Clerk of Circuit Court Office is seeking a responsible individual to perform work in a team environment in ensuring important, sensitive, and rare materials are properly handled and maintained.

Responsibilities:

- Provide support in preparing and maintaining materials for scanning and archival purposes
- Correct and upload applicable images to correct locations using system software
- Maintain accurate records of materials handled and processed

Requirements:

- Any combination of education and experience equivalent to a High school diploma; some experience in administrative work, preferably in the public sector, related to job tasks
- Ability to exercise tact and courtesy
- Ability to communicate effectively both orally and in writing

Accepting applications until 11:59pm EST on 09/20/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>