

Deputy Commissioner I

\$10.99 / hour; On-Call position available

James City County's Commissioner of Revenue department is seeking an individual to perform responsible administrative work.

Responsibilities:

- Opens and sorts mail
- Maintains files
- Composes correspondence with taxpayers using templates; monitors correspondence files; initiates second notices when need

Requirements:

- Any combination of education and experience equivalent to a high school diploma.
- Knowledge of business English; standard office procedures and equipment.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to organize work and complete tasks quickly and accurately; maintain confidentiality of information; make sound decisions based on office policies and procedures; communicate effectively, both orally and in writing; work well within a team environment.

[Click here](#) for full job description. Accepting applications until filled.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>