

Date: 02/06/2023-02/12/2023

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**(1974) ACCOUNT CLERK I: FULL TIME**

Under general supervision, performs a variety of administrative, accounting, and project-related duties. Work may also involve the maintenance of financial records and accounts and the interpretation of financial policies and regulations Employee is also responsible for receiving inquiries and responding by phone and in person and for preparing, and composing correspondence. Employee must exercise independent judgment, discretion, and initiative in completing assignments, providing information or assistance, or referring inquiries to appropriate personnel. **Minimum Qualifications:** High School Diploma or equivalent and one (1) to two (2) years of experience in clerical, accounting, and/or secretarial work; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Maintain confidentiality in all aspects of work performed when required. **Salary: \$36,460.94 - \$47,399.22 Annually Deadline: 02/06/2023**

**(1975) ADMINISTRATIVE ASSISTANT III: FULL TIME**

Under general supervision, performs complex, skilled clerical, technical and responsible administrative work that requires an awareness of all aspects of the operations of the department. Position is responsible to independently prepare routine correspondence; compile information for reports; maintain files of a variety of records, reports, documents; coordinate and maintain the calendars and schedules. Position also involves considerable general public contact in providing information and receiving inquiries or complaints. Position must exercise independent judgment, confidentiality and initiative in completing assignments. Position must also exercise considerable tact and courtesy. **Minimum Qualifications:** Associate's Degree or vocational/technical school in business related field of study and three (3) to five (5) years of experience in administrative work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess and maintain Notary Public License for some departments. Must attend Radiological Emergency Response Training for some departments. Must complete HIPAA and NIMS training as required for some departments. Must possess and maintain CPR certification for some departments. **Salary: \$46,534.43 - \$60,494.75 Annually Deadline: 02/11/2023**

**(1901) APPRAISER I: PART TIME**

Under close general supervision, performs responsible, professional technical work of routine difficulty appraising less complex residential, agricultural, and tax exempt real property. Work involves gathering property assessment data at owner premises, verifying data against previously recorded data, and recording discrepancies. Employee is responsible for contacting property owners; photographing and sketching layouts of structures; and determining the size, type of construction, grade of materials, quality of workmanship and other related appraisal data needed to arrive at the assessed value. Employee must exercise initiative and independent judgment in completing appraisals of properties. Employee must also exercise tact and courtesy in frequent contact with property owners, contractors and the general public. **Minimum Qualifications:** High School Diploma or equivalent, preferably graduation from an accredited two (2) year college, supplemented by college level course in real estate, with 1 year experience in the real estate appraisal environment; or equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must possess a valid driver's license issued by the Commonwealth of Virginia. Must attend and successfully complete advanced IAAO Course 101 or an equivalent combination of training and experience; must attend a professional standards and ethics workshop; encouraged to obtain professional state real estate appraiser's license and professional designation (RES/CAE) in the assessment field. May be required to complete additional training or course work in real estate appraisal or a related field. **Salary: \$21.31 - \$27.70 Hourly Deadline: Until Filled**

**(1403) AUXILIARY DEPUTY SHERIFF: VOLUNTEER**

Under general supervision, performs general law enforcement work in order to preserve public peace and order; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania. Assures appropriate custody and control of prisoners; protects and assists the courts and serves civil process. Work involves patrolling County streets and neighborhoods to deter crime or apprehend and/or arrest violators or suspects; responds to calls for law enforcement assistance and gathers information for criminal investigations. A Deputy may be assigned to any division of the Sheriff's Office as needed. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must be currently certified through the Virginia Department of Criminal Justice Services in Basic Law Enforcement through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: Unpaid/Volunteer Deadline: Until Filled**

**(1651) COMMUNICATIONS OPERATOR: FULL TIME**

Under general supervision, receives incoming phone calls to the communications center including emergency and non-emergency calls. Duties include prioritizing calls; obtaining essential information; determining proper method of handling calls; and preparing records of calls and dispatch information. Receives complaints and requests for information and assistance; provides general information and refers callers to appropriate agency or staff. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Requires one (1) to two (2) years of experience as a receptionist in an environment with a high volume of calls and performing duties requiring typing or data entry; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Minimum typing speed of 35 wpm. Must successfully pass a polygraph examination, background check, and drug screening. **\$35,891.46 - \$45,421.26 Annually Deadline: Until Filled**

**(1970) COMPLIANCE AND TRAINING COORDINATOR: FULL TIME**

Under general supervision, provides benefit programs, policies, and procedures training in the public assistance programs of Medical Assistance (all categories), Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Virginia Initiative for Education and Work (VIEW), and Child Care (CC) to new and experienced Eligibility Workers and other agency staff, community partners, as required or appropriate, and generates a variety of reports to assess performance. Responsible for providing training for the Virginia Case Management System (VaCMS) and other applicable computer systems. Provides case management services for vacant caseloads and assists with monitoring cases of new Eligibility Worker I employees during probationary periods. Conducts case reviews for workers and provides assistance with case authorizations, coordinates presentations and agency representation at community events and for community partners. Assists with the hiring process for all eligibility positions. Reports to the Division Director, Benefits. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. This position also has limited teleworking opportunities. **Minimum Qualifications:** Bachelor's Degree in Social Work, Sociology, Psychology, Education, or closely related field; supplemented by three (3) to five (5) years of eligibility experience working with VaCMS that includes public assistance benefits administration/determination, training/teaching, curricula development, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. At least one (1) year of eligibility experience is to be within the Commonwealth of Virginia. Must possess and maintain a valid Commonwealth of Virginia driver's license. Subject to a complete criminal history and Child Protective Services background search with acceptable results. **Salary: \$56,562.89 - \$73,531.75 Annually Deadline: 02/12/2023**

**(1923) CONSTRUCTION INSPECTOR: FULL TIME**

Under general supervision, inspects the water and sanitary sewer line work of contractors on construction projects to ensure compliance with plans and specifications listed; does related work as required. Work must be performed in accordance with the Spotsylvania County Department of Utilities Inspection Manual. This is technical and skilled work in inspection of utility department, contractors' and developers' construction projects prior to, during, and after completion to ensure compliance with approved plans and specifications. This work calls for the application of basic engineering knowledge and skills, providing for independent planning of work details and some latitude for limited technical determinations. Supervision is received from the Utilities Development Services Manager. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** High School Diploma or equivalent, preferably supplemented by college courses in civil engineering or construction, and sub-professional engineering experience in construction of roads and/or utility projects; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Valid Adult CPR/AED Certification card. Valid First Aid Certification. Must have and maintain a valid drivers' license issued by the Commonwealth of Virginia. **Salary: \$44,318.50 - \$70,909.60 Annually Deadline: Until Filled**

**(1954) DIRECTOR OF PLANNING AND ZONING: FULL TIME**

Under minimal direct supervision, performs professional, administrative, and supervisory work in directing and coordinating the activities of the Department of Planning and Zoning. Work involves directing the activities of professional/technical and clerical staff engaged in comprehensive planning, transportation planning, plat and plans review, zoning determinations, zoning permit review, and zoning enforcement. Work also involves serving as technical advisor to the Board of Supervisors, Planning Commission, and Historic Preservation Commission. Employee is responsible for preparing the department's proposed budget and monitoring expenditures. Employee is also responsible for directing the compilation of monthly and special reports. Employee must exercise tact and firmness in dealing with the general public, developers, contractors, and public officials. Reports to the Assistant County Administrator. **Minimum Qualifications:** Master's Degree in Urban and Regional Planning, Public Administration, or a closely related field, and six (6) to nine (9) years of progressively responsible experience in professional planning and/or zoning, including experience in the management and supervision of a planning office, zoning office or division and management of projects of varying types and complexity; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Management level experience at the local government level is preferred. Must possess a valid driver's license issued by the Commonwealth of Virginia. Must possess and maintain valid American Institute of Certified Planners (AICP) certification within one (1) year of employment. Certified Zoning Administrator (CZA) certification through the Virginia Association of Zoning Officials (VAZO) preferred. **Salary: \$96,741.73 - \$125,764.25 Annually Deadline: 02/28/2023**

**(1721) COURT DEPUTY: PART TIME**

Under general supervision, performs general Court Security related work in order to preserve peace and order within the Courthouse complex; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania as required. Assures appropriate custody and control of prisoners; protects the courts and serves civil process. A Court Deputy will be assigned to the Court Division of the Sheriff's Office. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must possess and maintain a valid Virginia driver's license. Must have certification for The Virginia Department of Criminal Justice Services Court / Civil Law process officer. **Salary: \$22.05 Hourly Deadline: Until Filled**

**(1976) CUSTOMER SERVICE REPRESENTATIVE: FULL TIME**

Under general supervision, performs clerical work of a bookkeeping nature for the Utilities Department. Work involves loading and processing information received from automated meter reading devices, preparing various reports and final billings and answering phone calls handling routine requests for information. Employee is also responsible for maintaining a variety of records and files. Employee must exercise independent judgment and initiative in completing assignments. **Minimum Qualifications:** High School Diploma or equivalent and one (1) to two (2) years of

experience in a customer service, bookkeeping or clerical atmosphere or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. **Salary: \$38,283.99 - \$49,769.18 Annually Deadline: 02/12/2023**

**(1779) DEPUTY SHERIFF: FULL TIME**

Under general supervision, performs general law enforcement work in order to preserve public peace and order; to protect lives, property and rights of the public, and to enforce the laws of the United States of America, the Commonwealth of Virginia and the County of Spotsylvania. Assures appropriate custody and control of prisoners; protects and assists the courts and serves civil process. Work involves patrolling County streets and neighborhoods to deter crime or apprehend and/or arrest violators or suspects; responds to calls for law enforcement assistance and gathers information for criminal investigations. A Deputy may be assigned to any division of the Sheriff's Office as needed. Employee is subject to the usual hazards of law enforcement work. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. Salary is commensurate on knowledge, skills, abilities and years of experience based on the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent. Must be 21 years or older of age. Must pass the Virginia Department of Criminal Justice Services Basic Law Enforcement Certification test as administered through an accredited police academy. Must possess and maintain a valid Virginia driver's license. **Salary: \$50,347.09 - \$65,031.67 Annually Deadline: Until Filled**

**(1974) ELIGIBILITY WORKER I: FULL TIME**

Under general supervision, determines eligibility of individuals and families for assistance through various benefit programs administered by the Social Services Department, such as financial assistance, medical assistance, food stamps, or other programs. Work involves processing benefit applications, interviewing applicants, explaining benefit programs, assisting applicants in completing necessary forms, determining eligibility for assistance, and maintaining records. Employee is also responsible for verifying completeness and accuracy of information received from applicants. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by one (1) year of previous experience and/or training involving public assistance program administration, program eligibility evaluation, social work, customer interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$46,534.43 - \$60,494.75 Annually Deadline: 02/12/2023**

**(1973) ELIGIBILITY WORKER II: FULL TIME**

Under limited supervision, determines eligibility of individuals and families for assistance through various benefit programs administered by the Social Services Department, such as financial assistance, medical assistance, food stamps, or other programs. Work involves processing benefit applications, interviewing applicants, explaining benefit programs, assisting applicants in completing necessary forms, determining eligibility for assistance, and maintaining records. Employee is also responsible for verifying completeness and accuracy of information received from applicants and detecting and reporting cases of fraud. This position is essential. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by two (2) years of previous experience and/or training involving public assistance program administration, program eligibility evaluation, social work, customer interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Virginia driver's license. **Salary: \$48,861.15 - \$63,519.49 Annually Deadline: 02/12/2023**

**(1963) ELIGIBILITY WORKER III: FULL TIME**

Under minimal supervision, determines eligibility of individuals and families for assistance through various benefit programs administered by the Social Services Department, such as financial assistance, medical assistance, food stamps, or other programs. Work involves processing benefit applications, interviewing applicants, explaining benefit programs, assisting applicants in completing necessary forms, determining eligibility for assistance, and maintaining records. Employee is also responsible for verifying completeness and accuracy of information received from applicants and detecting and reporting cases of fraud. This position is essential. **Minimum Qualifications:** Bachelor's Degree in Social Services, Sociology, Human Services, or closely related field; supplemented by three (3) years of previous experience and/or training involving public assistance program administration, program eligibility evaluation, social work, customer interaction, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. **Salary: \$51,304.20 - \$66,695.47 Annually Deadline: 02/07/2023**

**(1914) EXPERIENCED FIREFIGHTER: FULL TIME**

Under general supervision, performs skilled technical work in operating a mobile medical unit, rescuing victims, and administering emergency medical care to patients during transport to medical facilities. Work involves responding to emergency/non-emergency calls, administering advanced/basic life support treatment to sick/injured persons, and transporting patients to medical facilities. Work also involves performing general firefighting duties. Employee is responsible for performing in accordance with established emergency medical procedures and techniques, but must exercise considerable independent judgment in diagnosing a victim's condition and in applying life sustaining medical care. Employee is subject to the normal hazards of emergency rescue and firefighting work, including risk of exposure to infectious diseases. Person(s) in this position will encounter sensitive information in the performance of their duties and is expected to maintain that information confidentially. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. Salary is commensurate with time in grade under the Public Safety Step Pay Scale. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by vocational/technical training in firefighting and emergency medical technician programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Required to possess and maintain a valid CPR for Healthcare Providers, National Registry/Virginia EMT-Paramedic or National Registry/Virginia EMT-Intermediate, Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or equivalent certifications. Ability to successfully obtain and maintain an International Trauma Life Support (ITLS) or Pre-hospital Trauma Life Support (PHTLS) certification within 12 months of

acquiring an ALS certification. Employees not bound by the Special Conditions of Employment are exempt from the requirement to obtain and maintain advanced life support certifications and the ability to practice such level of care. Valid driver's license with appropriate endorsements. Must successfully complete all components of the County's Fire, Rescue & Emergency Management (FREM) Recruit Academy or equivalent, and complete and maintain all certificates contained within the FREM Recruit Academy curriculum. Curriculum includes, but is not limited to: Firefighter I, Firefighter II, Mayday Awareness and Operations; Hazardous Material Awareness and Operations, Emergency Vehicle Operation Course II/III (EVOC), National Fire Academy Incident Command System (NFA ICS), Traffic Incident Management Responder Course, Vehicle Rescue Operations, Rural Water Supply, ICS 100, 200, 700 and 800. Ability to successfully obtain and maintain Driver Pump Operator certification within 60 months of employment. Must meet and maintain NFPA Medical Guidelines as a condition of employment. Must comply with current Special Conditions of Employment for Public Safety Employees. **Salary: \$55,347.09 - \$73,500.12 Annually Deadline: Until Filled**

**(1913) FACILITY ATTENDANT: PART TIME**

Under general supervision position is responsible for seeing that the facilities are kept clean and rules are obeyed. Responsible for recording scores. **Minimum Qualifications:** Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Knowledge of the game required. Must be 16 years of age or older. Must be able to work evenings and weekends. **Salary: \$12.00 - \$14.69 Hourly Deadline: Until Filled**

**(1672) FINANCIAL SYSTEM ANALYST: FULL TIME**

The Financial System Analyst is responsible for assisting and providing backup support to the Financial Systems Administrator in the technical and administrative oversight of the County's Financial Management System. Work involves supporting the technical design, development and maintenance of the System, including conversions, interfaces, upgrades and enhancements; training and associated administrative work in the development of standards, procedures, policies, and structures. Work is performed under the general direction of the Financial System Administrator. **Minimum Qualifications:** Any combination of education and experience equivalent to an Associate's degree in Finance, Accounting, Business Administration, Information Systems/Technology or related field; dual finance and IT education a plus. Experience in a programming language preferred; VBScript experience a plus. Understanding of basic database structure. Experience in report writing software to include database development, report creation and system maintenance; IBM Cognos Analytics 11 experience a plus. Advanced Microsoft Excel experience preferred; SQL Server Management Studio(SSMS) experience a plus. Experience creating functional and technical documentation. Must possess a valid driver's license. **Salary: \$62,360.58 - \$81,068.76 Annually Deadline: Until Filled**

**(1677) GATE ATTENDANT: PART TIME**

Under general supervision, performs a variety of tasks in support of the Public Works Department. Work involves monitoring the recycling and disposal of residential waste, along with maintenance of buildings. Employee is also responsible for ensuring that users comply with the rules and regulations of the facility set forth by the Operations Manager. **Minimum Qualifications:** Some experience performing custodial related work or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. **Salary: \$12.00 - \$15.42 Hourly Deadline: Until Filled**

**(1872) HEAVY EQUIPMENT AND TRUCK MECHANIC: FULL TIME**

Under general supervision, establishes and maintains a program for preventive maintenance, repair, or rebuild of department vehicles, and heavy equipment while minimizing costs and downtime. Work involves inspecting trucks/equipment, diagnosing mechanical problems, and identifying extent of damage, recommending repair or replacement of equipment, performing automotive/mechanical repair/maintenance work, rebuilding components, performing welding/fabrication work, and driving/operating trucks and heavy equipment for diagnosis. Reports to the Manager, Operations, Manager, Landfill or Manager, Compost. This position is essential. Personnel occupying this position may be scheduled to work irrespective of weather conditions and/or when general County offices are closed. **Minimum Qualifications:** Vocational/Technical degree with training emphasis in mechanics, automotive/mechanical repair/maintenance, welding, and heavy equipment operation; supplemented by a minimum of three (3) years of previous experience as a mechanic on heavy equipment and trucks, and/or training that includes mechanics or automotive/mechanical maintenance, automotive/mechanical diagnostics, rebuilding of automotive/mechanical systems, welding/fabrication, and heavy equipment operation; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. Must possess and maintain at minimum a valid Virginia Commercial Driver's License (CDL) Class B including appropriate endorsement(s). Successfully complete and pass pre-employment DOT drug screen and DOT physical. Obtain a fork lift certification within six (6) months of hire. Basic Computer and Technical skills. Valid Adult CPR/AED Certification or must obtain within 90 days of hire. Valid First Aid Certification or must obtain within 90 days of hire. Complete all assigned internal and OSHA (Occupational Health and Safety) trainings as required by the County. Training includes but is not limited to: OSHA 10 Hour-Construction/Industry, Control of Hazardous Energy (Lock out/tag out), Confined space awareness, Blood borne pathogens, Container loading/unloading, Stationary compactor operation, Equipment specific competency training, Safe driving, Welding experience and endorsements preferred. Applicable ASE Certifications are preferred. **Salary: \$46,534.43 - \$60,494.75 Annually Deadline: Until Filled**

**(1971) IT PROJECT APPLICATION ANALYST – TREASURER & COR: FULL TIME**

This position reports to the IT Program Manager for project management and application support and will be the primary liaison between Information Services and the Commissioner of the Revenue and Treasurer's offices. This will include learning the business processes of the Commissioner of the Revenue and Treasurer's offices, resolve application and process issues, and look for opportunities to improve application and processes. Provides technical support to existing applications residing on an IBM iSeries AS/400 environment, various interfaces between systems, and implementation projects to replace existing Commissioner of the Revenue and Treasurer's application systems. Perform implementation projects of vender-supplied software packages including the installation, customization, deployment, maintenance and on-going support. Develop functional specifications for software development projects and resolves complex application use issues. Plan and coordinate department

involvement in completion of related information services projects. Works with all levels of department management, administration, elected officials, vendors, and contractors. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general County offices are closed. This position may be required to be on call 24/7 and be available for emergency response either remotely or onsite, depending on the role assigned. **Minimum Qualifications:** Bachelor's Degree in Computer Science, Information Systems, Analysis and Design, Project Management, or closely related field; supplemented by three (3) to five (5) years of previous experience and/or training that includes systems analysis, design and implementation, programming, or project management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. A valid Commonwealth of Virginia Driver's License required. Knowledge of the Commissioner of the Revenue and Treasurer's offices business processes is required. Project Management experience may be required on various projects, depending on role assigned. AS400/i-Series system, RPG and Synon programming experience is required. **Salary: \$62,360.58 - \$81,068.76 Annually Deadline: Until Filled**

**(1941) IT SUPPORT SPECIALIST I: FULL TIME**

Under limited supervision, IT Support Specialist 1 (ITSS1) performs technical work for the Information Services Department. Under general supervision, an ITSS1 provides technical support to customers ensuring proper setup and maintenance of the County's Information Technology (IT) resources including: hardware, software applications and data storage. An ITSS1 troubleshoots and provides first-line diagnosis for all IT platforms.

ITSS1's works primarily as a service desk team member. From the Service Desk, they resolve the County Staff's technology related issues over the phone, by remote entry into their computer or in person as required. ITSS1's perform related work as required. As a regular duty, ITSS1's provide technical services and assistance to information system users. Work involves operating the County's computer systems, printing, performing backups, responding to system messages, implementing technology solutions, requesting quotes from vendors and creating purchase orders.

Work also involves assisting users in the operation of personal computers, communications devices and the County's computer system. An ITSS1 is also responsible for installing computer hardware, applications and related software, peripheral equipment and computer options, performs minor repairs to printers and sets up cellular devices. Employee must exercise tact and courtesy in frequent contact with system users, employ initiative and use judgment in completing tasks. ITSS1's are assigned to the Information Services Operations Section. ITSS1's report to the IT- Service Desk Supervisor. This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions or other occasions when general county offices are closed. **Minimum Qualifications:** College or Technical School coursework in Computer Science, or a related field. At least 1 to 3 years of personal computer and computer systems experience. Possession of a valid driver's license. Participation as a team member on projects requiring the delivery of services and equipment. Desired Certifications include A+, ITIL Foundation, Microsoft Technology Associate, Microsoft Active Directory. **Salary: \$38,283.99 - \$49,769.18 Annually Deadline: Until Filled**

**(1824) LITTER TECHNICIAN: PART TIME**

Under limited supervision the employee shall assist the Public Works Environmental Coordinator in coordination, implementation, and promotion of various County wide environmental programs as they relate to waste resource management, litter prevention, and litter pickup. Duties shall include participation in, coordination with and supervision of outside agencies and groups to perform removal of litter from the County's roadsides and illegal dumping sites. **Minimum Qualifications:** High School Diploma or equivalent with experience in environmental education, litter control and/or recycling programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Salary: \$13.73 - \$17.86 Hourly Deadline: Until Filled**

**(1968) OFFICE TECHNICIAN: PART-TIME**

Under minimum supervision, is responsible for the daily clerical-administrative functions in the Department. Performs administrative work planning, organizing and coordinating the bonds, securities program and records management program. Independently resolves a variety of routine and non-routine situations, tasks, and inquiries by telephone and in person on a daily basis. Takes direction from the senior staff and provides direct support to the department. Work involves performing a variety of technical administrative duties and assignments. Employee must exercise initiative and independent judgment in completing assignments. Employee must also exercise tact and courtesy in contact with the general public. Reports to the Office Manager II. **Minimum Qualifications:** Associate's Degree; supplemented by three (3) years of previous experience and/or training in office administration, accounting, construction or real estate; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities. **Salary: \$38,283.99 - \$49,769.18 Annually Deadline: Until Filled**

**(1939) PERMIT TECHNICIAN FULL TIME**

Under general supervision, performs technical administrative duties for the Community Development Department; including but not limited to the Building, Erosion, Chesapeake Bay, Zoning and Planning Divisions. Work involves assisting the general public in completing building; erosion, zoning and planning permit applications and assembling appropriate attachments. Work also involves processing inspection requests. Employee is also responsible for receiving and responding to a variety of inquiries and citizen complaints by telephone and in person; and maintaining a variety of records and files. Employee must exercise independent judgment, discretion and initiative in completing assignments and handling public contact situations requiring considerable tact and knowledge of County policies, procedures and programs. **Minimum Qualifications:** High School Diploma or equivalent. Two (2) to three (3) years of previous experience and/or training that includes customer service, public relations, knowledge of construction trades, administrative experience, and computers; or an equivalent combination of education, training, and experience. **Salary: \$38,283.99 - \$49,769.18 Annually Deadline: Until Filled**

**(1893) PROCUREMENT OFFICER II: FULL TIME**

Under general supervision, performs professional and administrative work of intermediate difficulty in the Procurement Division of Finance Department. Work involves developing Invitations for Bids (IFBs) and Requests for Proposals (RFPs) for professional services, non-professional services, goods and services which may be funded with state and federal monies, needed by the County. Employee must exercise independent judgment and initiative. **Minimum Qualifications:** Associate's Degree with coursework in business administration, procurement, or related field;

and two (2) to three (3) years of procurement experience in a public sector environment; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must be a Certified Professional Public Buyer (CPPB) or have the ability to obtain certification within first two (2) years in position. Virginia Contracting Officer (VCO) preferred or the ability to obtain within first year in position. **Salary: \$56,562.89 - \$73,531.75 Annually Deadline: Until Filled**

**(1959) PROJECT MANAGER II (Facilities Mgmt): FULL TIME (INTERNAL)**

Under general direction, administers and coordinates construction projects and contracts. Work involves coordinating activities, reviewing project designs, monitoring and inspecting construction work, and representing the department on design issues. Employee is also responsible for providing customer service to residents impacted by construction activities. **Minimum Qualifications:** Associate's Degree with course work emphasis in Civil Engineering, Construction Management, or a related field and two (2) years of project management experience, or; Bachelor's degree with course work emphasis in Civil Engineering, Construction Management, or a related field and three years satisfactory performance as a Project Manager I and successful completion of 12 credit hours of applicable pre-approved Math, Engineering or PM coursework or three (3) or more years of previous experience and/or training that includes construction management, engineering, project inspection, and contract administration; or any equivalent combination of education, training, and experience which provides the required skills, knowledge, and abilities. **Salary: \$53,869.41 - \$70,030.24 Annually Deadline: Until Filled**

**(1823) UTILITIES FIELD CREW WORKER I: FULL TIME**

Spotsylvania County, one of the fastest growing counties in Virginia, is currently looking for motivated individuals seeking a career in water and sewer utilities. The Department of Utilities offers a unique career opportunity with the ability to grow professionally while positively impacting your community. As a Utility Field Crew Worker, you will have access to significant benefits and career perks including the following: •Skill/Certification based career ladder with built in compensation increases•12+ Paid Holidays/year• Average 12 days accrued Personal Leave/year• Average 12 days accrued Sick Leave/year• Access to Virginia Retirement System• Anthem Health Insurance. Under limited supervision, performs a variety of skilled duties required in the operation, installation, and maintenance of water distribution and wastewater collection systems. Work involves the excavation, repair/replacement, and installation of water/wastewater mains and service lines, manhole construction, repairing malfunctioning water/wastewater meters, adjustment of valves to proper grade, repairing/installing asphalt and concrete, servicing fire hydrants, and installing water/sewer service connections. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy and firmness when in contact with customers and the general public. These positions are essential. Personnel occupying these positions may be scheduled to work irrespective of weather conditions and/or when general county offices are closed. A criterion is specifically detailed for FC Worker I, FC Worker II and FC Worker III. In order to move up the worker must meet/or exceed the responsibilities set in the criteria of the higher worker position. Field Crew Worker III is the highest position. **Minimum Qualifications:** High School Diploma or equivalent and zero (0) months to one (1) year of experience in water and sewer line installation and repair; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. **Salary: \$36,460.94 - \$47,399.22 Annually Deadline: Until Filled**

**(1962) ZONING PLANS REVIEWER I: FULL TIME**

Under general supervision, the duties of the position include review of commercial and residential site plans, including new commercial and residential permit applications. Employees in this classification perform technical plan review, support code enforcement and permitting processes and provide assistance to management as needed. Position is responsible for ensuring site plans comply with all aspects of zoning regulations set forth in the zoning ordinance, design standards manual, and subdivision ordinance. **Minimum Qualifications:** High School Diploma or equivalent; supplemented by at least two (2) years of previous experience and/or training that includes computers, mapping and site plan symbols, land use principles, and planning theory and statutory laws; or an equivalent combination of education, training, and experience. Certified Zoning Official (CZO) certification through the Virginia Association of Zoning Officials (VAZO) is preferred. **Salary: \$48,861.15 - \$63,519.49 Annually Deadline: Until Filled**

Please submit on-line County application at [www.spotsylvania.va.us/careers](http://www.spotsylvania.va.us/careers).

**ADDITIONAL APPLICANT INFORMATION**

**Department of Human Resources: 9104 Courthouse Road, P.O. Box 605, Spotsylvania, VA 22553**

**Telephone: (540) 507-7290; FAX: (540) 507-7296; TTY: 711;**

**Web Site: <https://www.governmentjobs.com/careers/spotsy/>**

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