



California Regional Water Quality Control Board

Los Angeles Region



Recipient of the 2001 *Environmental Leadership Award* from Keep California Beautiful

Linda S. Adams
Agency Secretary

320 W. 4th Street, Suite 200, Los Angeles, California 90013
Phone (213) 576-6600 FAX (213) 576-6640 - Internet Address: <http://www.waterboards.ca.gov/losangeles>

Arnold Schwarzenegger
Governor

VACANCY ANNOUNCEMENT

STUDENT ASSISTANT

Remediation Section
Well Investigation Program

LOCATION: 320 West 4th Street, Suite 200, Los Angeles, 90013

Duties:

- Database Management;
- Assist staff and management with facilitating public File Review appointments;
- Maintaining, editing, updating, formatting, protecting program databases; and
- Assist staff in identifying sources of groundwater contamination.

Required Qualifications:

- Sophomore or Junior level in an undergraduate program or first year in a graduate program;
- Currently enrolled in 6 semester units or 9 quarter units for undergraduate students, or 4 semester units or 6 quarter units for graduate students;
- Must have a 2.0 cumulative GPA.
- Well versed with usage of PCs, Windows XP and Microsoft Office 2003 (Excel & Access);
- Effective oral and written communication skills to interact with staff and the public;
- Responsible, prompt and able to work independently with minimal supervision; and
- Willing to lift and move file boxes.

Desirable Qualifications:

- Experienced in managing and manipulating large spreadsheets and databases;
- Ability to assure quality database outputs; and
- Knowledge of Geographic Information Systems (GIS) is desirable.

Pay scale: \$9.90 to \$14.15 per hour (Depending on major and units/hours completed)

Filing deadline: Open until filled.

Send resume to: Mr. Carlos Ortez, Site Cleanup Unit II
Phone: (213) 576-6745
Fax: (213) 576-6717
Email: cortez@waterboards.ca.gov

California Environmental Protection Agency



Our mission is to preserve and enhance the quality of California's water resources for the benefit of present and future generations.