SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT invites applications for the position of:

Specialist Assistant (Long-term Temporary)

**SALARY:** $28.58 Hourly

**OPENING DATE:** 08/04/22

**CLOSING DATE:** 08/29/22 05:00 PM

**POSITION DESCRIPTION:**

We are excited you are considering the San Joaquin Valley Air Pollution Control District as a place for employment! The District is recruiting for a Specialist Assistant/Staff Technician (Temporary position) to fill the current vacancy assigned to the Fresno Office. Our agency is in the heart of the San Joaquin Valley and our mission is to improve the health and quality of life for all Valley residents through efficient, effective and entrepreneurial air quality management strategies. We pride our agency on not only high-quality technical work, but also exceptional customer service. Our customers include the public, the regulated community, other agencies, and fellow employees. The principles of our STAR (Service, Teamwork, Attitude and Respect) culture creates an atmosphere in which providing exceptional service, demonstrating effective teamwork, maintaining a positive attitude, and showing respect to others is a key part of every employee’s job. The eligible list established as a result of this recruitment will be used to fill current vacancies and may also be used to fill future vacancies. Temporary appointments may continue to a maximum of two (2) years.

Specialist Assistants perform a wide variety of tasks and utilize diverse skills. Typical duties may include reviewing applications, investigating requests or inquiries submitted by members of the public or by applicants; performing calculations utilizing formulas to assist in problem solving; preparing contracts and activity reports; assisting professional staff in evaluating emissions associated with a project; providing customer service; maintaining accurate records and files; performing data analysis; preparing additional reports; and tracking progress of program projects.

**QUALIFICATIONS/REQUIREMENTS:**

The diversity of assignments make the Specialist Assistant classification suitable for individuals who have completed 60 units of coursework at a college or university with an emphasis in business, science, engineering, chemistry, math, or a closely related field.

Qualified applicants must possess knowledge of basic keyboarding and computer applications related to the work performed; and managing multiple projects. Applicants should possess basic skills in collecting and organizing large data sets, analyzing varied data, making calculations, writing technical reports; maintaining effective communication with stakeholders and coworkers; basic keyboarding; and exercising sound independent judgment within established procedural guidelines.

**OTHER REQUIREMENTS:**

Must possess a valid California Driver License and meet the automobile insurability requirements of the District. Must be able to attend work on a daily basis as scheduled.

**SELECTION PROCESS:**

Interested individuals must submit an SJVAPCD application form on our website at www.valleyair.org by 5:30 p.m. on Monday, August 29, 2022.

All applications and supplemental application forms will be reviewed based on the necessary employment standards for the position. Those candidates who are considered most qualified will be invited to participate in an interview.

San Joaquin Valley Air Pollution District participates in the E-Verify Program. For more information visit http://www.valleyair.org/jobs/E-Verify/E-Verify.pdf. EOE
Specialist Assistant (Long-term Temporary) Supplemental Questionnaire

* 1. Describe your education and work experience that qualifies you for this position.

* 2. Please describe how you would create a sense of teamwork with the people you work alongside.

3. Please describe your customer service experience.

* Required Question