



AN EQUAL OPPORTUNITY EMPLOYER  
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

**RESEARCH ASSISTANT**

**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Water  
**LOCATION:** Countywide  
**SALARY:** Range 62 \$3783 \$3975 \$4175 \$4375 \$4600\*\*

**\*\*BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:**

Assist scientists and staff in research, monitoring, and related activities, and to coordinate with activities of seasonal and/or temporary research assistants

**ESSENTIAL JOB DUTIES:**

Assist in research and monitoring activities related to vegetation, soil water, hydrology, and biologic surveys; collect and organize field and laboratory data which includes accessing remote areas using 4-wheel drive vehicles, carrying out field work according to standardized procedures, and interpreting aerial photography, maps and GIS layers; manage and interpret data using basic analytical techniques; assist in preparing technical reports; assist with training of seasonal and/or temporary field assistants and coordinate activities with these staff.

**EMPLOYMENT STANDARDS:**

**Education/Experience:** An Associate's or Bachelor's degree in biology, botany, ecology, soil science, environmental science, or related environmental field with related field experience as a research assistant, field technician, or similar position.

**Knowledge of:** Principles of biology, botany, zoology, ecology, or soil science; basic scientific research principles and procedures; mathematics and statistics; scientific data collection practices and report preparation; Owens Valley and Inyo County geography, flora, fauna, ecology, and hydrology.

**Ability to:**

Organize and carry out activities with minimal supervision; operate and maintain field and laboratory equipment; read and interpret aerial photographs, maps, and GIS layers; proficient in Microsoft Word and Excel; proficiency in Arc GIS desired; communicate well orally and in writing;

work independently and cooperate with others; work outdoors all day in the Owens Valley throughout the year in conditions that may include sun, heat, wind, cold, insects, or dust; capable of walking safely 5-10 miles per day; carry up to 30 pounds of field and personal equipment; maintain a safe working environment at all times.

**Special Requirements:** Must possess or be able to obtain a valid California driver's license; must successfully complete pre-employment background check. The candidate upon hiring must pass radiation safety and neutron gauge operator's course.

**SELECTION:**

Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, and oral examination.

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**APPLICATION:** **This recruitment will remain open until position has been filled.** Applications must be received at the Inyo County Personnel Department, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like “See/Refer to Resume” or “See Attached”.** Incomplete applications will not be processed.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions,** and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

**CITIZENSHIP/IMMIGRATION STATUS:** Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.