

WALNUT VALLEY WATER DISTRICT

271 So. Brea Canyon Road, Walnut, CA 91789



WORK EXPERIENCE EMPLOYMENT OPPORTUNITY PART-TIME SUMMER HIGH SCHOOL STUDENT INTERN

SALARY RANGE: \$8.00 per hour

DEFINITION: Part-time student summer internship. (High School)

Administrative/Clerical Support: Under direct supervision, will be responsible for providing clerical assistance to District office staff; responsibilities will include answering telephones, operating a computer (knowledge of various word processing programs), photocopying, and filing.

Water Distribution/Field Support: Under direct supervision, will be responsible for providing assistance to District operations and general services personnel; responsibilities will include providing routine maintenance of District equipment, and assisting in general maintenance of District facilities.

DESIRABLE QUALIFICATIONS:

Clerical Position: Ability to: communicate effectively with customers and District personnel; be able to operate a computer (various word processing programs), typewriter, calculator, and other office machines.

Field Position: Ability to: communicate effectively with District personnel; perform basic work assignments and general physical labor.

REQUIREMENTS: High School applicants must reside within the District's service area and/or currently attend Ron Hockwalt Academies or Walnut, Diamond Bar, Diamond Ranch, Rowland, or Santana High School. A valid California Driver's License is highly desired. A valid Student Work Permit will be required upon appointment if student is not 18 years of age.

HOW TO APPLY: Interested applicants **MUST** complete a Walnut Valley Water District application form. Application forms may be obtained by contacting Human Resources at (909) 595-1268, ext. 212, or visit the District website at www.wvwd.com and download a copy of the District application form, complete and submit by mail or in person to: Walnut Valley Water District, Human Resources Dept., 271 S. Brea Canyon Road, Walnut, CA 91789. **FAXED** or **EMAILED** applications will not be considered. The Walnut Valley Water District is a Substance Free Workplace.

FILING DEADLINE: 5:00 PM, Monday, May 2, 2011