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**Salary Range:**  
**\$11.67 - \$19.79\***  
**Hourly**

**To qualify for a student worker position, you must meet the following requirements:**

Applicants must be *full-time students* at an accredited college or university with at least a 2.0 semester/quarter grade point average (GPA). \*Hourly wage is determined on number of college units and other criteria.



County of San Diego,  
Agriculture, Weights & Measures

# Student Worker Needed!

County of San Diego, Agriculture, Weights & Measures

## PROVIDING EXCELLENT CUSTOMERS SERVICE TO ALL

The Department of Agriculture, Weights & Measures is looking for a dynamic and highly motivated individual interested to work in the Human Resources unit.

The student worker performs a wide variety of human resources related duties and are privy to highly confidential and sensitive information regarding decision-making processes affecting recruitment and selection, benefits, workers' compensation, labor relations, personnel, and employment transactions. Other duties may include:

- ◆ Assists in preparing correspondence, memoranda, reports, forms, declarations, proposals, MOA's, job announcements, examinations, training plans, policies, requisitions and statistical data such as charts, tables and graphs.
- ◆ Processes a variety of personnel-related forms and records.
- ◆ Inputs and retrieves information from a computerized record keeping system.
- ◆ Responds to inquiries from the public, department representatives and employees.
- ◆ Operates office equipment such as personal computers, copy machines, and calculators.
- ◆ Prepares special and periodic reports that involve compiling data from a number of sources.
- ◆ Assist with special projects in training and outreach

All interested candidates should email their resumes by **May 29, 2015**. to: [Belinda.Rushton@sdcounty.ca.gov](mailto:Belinda.Rushton@sdcounty.ca.gov). Interviews will be conducted in the first week of June. If you have questions about the position, please call her at: 858-614-7708.