

Pesticides Enforcement Team Support

ID: CA-404 **Location:** San Francisco **Program:** SEE
Wage/Hr: \$12.72 **Hours/Week:** 30 **Minimum Age:** 55

Qualifications:

BA/BS Degree in Science, engineering, environmental, health or related fields OR
Minimum of 5 year(s) of experience in science, engineering, environmental, data management, or related fields

- Experience in science, engineering, environmental, data management, or related fields. Experience with word-processing, and spreadsheets. Experience with complex data management and database design or use. Good writing and oral communication skills.
- Experience required with Windows, Facsimile, Copying Machine, MS Word, MS Excel
- Lotus Notes, EPA-specific web-based databases.

Duties:

Assist the Pesticides Enforcement Team with the review of inspection files, processing pesticides imports, preparing draft letters, and working with several databases and spreadsheets.

- Assist in processing Notice of Arrival forms for pesticide imports, including the review of technical and scientific information. 35%
- Review inspection reports EPA receives from the States and Tribes, and prepare draft advice letters when appropriate. 25%
- Prepare draft response letters for Freedom of Information Act requests, including assisting in identifying documents responsive to a given request. 10%
- Maintaining databases and spreadsheets to track imports and inspections. 20%
- Outreach to pesticide importers or brokers. 5%
- Mailing, filing, copying, and other administrative tasks. 5%

Other:

- In-house computer training is available to enhance skills.

To apply, please visit our website <http://www.nowcc.org/> and complete an "Initial Application Form." Please fax or email this application along with an updated resume and three professional references to 303-238-2542 (fax) or byupcavage@nowcc.org. Using the reference code (CA-404), please specify on the application which position you are applying for. Must be 55 or older to apply (required by federal legislation).