



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field Division	Senior Park Aide (Seasonal)	549-900-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	Administrative Senior Park Aide (Seasonal)	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Great Basin District	Great Basin District Office	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Staff Services Manager I
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>The Senior Park Aide reports directly to the District Office located at 15101 Lancaster Road, Lancaster CA and works under the supervision of the Staff Services Manager I. The Senior Park Aide position is a temporary, 189 days time-based employee. This position entails customer service, administration tasks and basic housekeeping. The position will interact with visitors to provide information in response to inquiries about parks located in our district through various means such as telephone, fax, regular mail, email and in person. The Senior Park Aide will be responsible for selling passes and keeping accountable documentation and preparing bank deposits and other administrative paperwork. The park aide will keep the front office work area neat, clean and visitor ready at all times. This position interacts with the public, good communication skills are a must.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p><u>Public Information and General Clerical</u></p> <p>Provides information to the public by phone or in person about the State Parks, local activities, events and recreation opportunities requiring thorough knowledge of the department's and district's policies, rules and regulations regarding appropriate park uses and which entity is responsible for each activity.</p> <ul style="list-style-type: none">• Sells passes and ensure the purchasers are qualified to purchase such passes• Answers incoming phone calls using proper telephone etiquette, takes messages and relay to appropriate personnel• Maintains brochures, general information, telephone numbers and maps• Maintains a log of all passes sold by number and date, issues passes to the field with accountability• Maintains District calendars associated with facility rentals, conference room reservations, school group requests, etc.• Processes and logs incoming and outgoing mail including Fed EX, UPS, etc.• Ensures FedEx packages are prepared properly and ready for pickup timely	

	<ul style="list-style-type: none"> • Routes all incoming mail to the appropriate personnel and ensure it is properly date stamped upon arrival • Performs general clerical word processing, spreadsheet support as requested • Logs Lost and Found items and follows discarding processes • Raises and lowers the flags daily
25%	<u>Accounting</u> <ul style="list-style-type: none"> • Prepares Receipt of Accountability, deposits, and Report of Collections for all revenue transactions • Prepares, processes, and reconciles Reports of Collections (ROCs) for all park units ensuring revenues are being appropriately and timely recorded • Inventorying of office supplies • Uses computer software programs to complete paperwork
20%	<u>Recordkeeping / Administration</u> <ul style="list-style-type: none"> • Ensures correspondence is filed in the appropriate location for easy retrieval • Assists staff with preparing file folders and binders each fiscal year or as needed • Works closely with other staff to provide assistance when needed with filing or other recordkeeping • Assists District staff with photocopying or scanning jobs when requested
15%	<u>Administration</u> <ul style="list-style-type: none"> • Participates in job-required and job-related training; stays current via periodicals, online resources and associations. • Reviews DPR manuals, notices and memos to perform at required skill levels. • Completes any required paperwork in neat, legible and accurate manner, submitting within required timeframes. • Accounts for revenue accurately and in accordance with the department's money handling policies and procedures. • As directed, answers correspondence; assists the supervisor with written assignments.
5%	<u>Facility Housekeeping</u> <ul style="list-style-type: none"> • Maintains office space in neat and orderly condition, keeping countertops clean • Vacuuming, garbage collections, mopping, dusting, emptying shredder • Cleans front office, windows, and waters plants • Adheres to District daily duty list
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
<ul style="list-style-type: none"> • Work environment is an office setting, using computer, telephone, and other business equipment. • Typical work activities involve frequent and prolonged periods of sitting. • Typical work involves extended telephone conversations and keyboard operation. • Must meet deadlines within short timeframes. • Must be flexible in tasks. 	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license with good driving record is required.	

Ability to switch from one project or assignment to another i.e. interruptions of regular duties due to visitors and/or phone calls.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE