



DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|--|---|---|
| Northern | Park Aide (Seasonal) | 549-260-0986-901 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Gold Fields | Park Aide | E |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Prairie City Sector | Prairie City State Vehicle Recreation Area | |
| STATE HOUSING: (Check one) | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available | | Supervising State Park Ranger |
| 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 Visitor Services Park Aide (Seasonal) position at Prairie City SVRA shall be primarily assigned to the Prairie City entrance station. This position shall work with the Visitor Services staff under the leadership of a unit Supervising State Park Ranger. The Park Aide shall be required to wear the Department-approved uniform as specified in DOM section 2300 and the Seasonal Uniform Handbook. This position is anticipated to work ten (10) to forty (40) hours per week, which will include most weekends and holidays to complete required tasks as follows:</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 | |
| 45% | VISITOR SERVICES OPERATIONS Collect Park entrance fees, handle cash transactions, account for daily receipts for department reports, and sell various day-use passes to the public. Answer questions from the public by phone or in person and respond to voicemail messages. Distribute information on OHV recreation and public safety to the public. Provide public information on park special events and activities. Use the department computer network to complete forms, reports, and answer emails. Park Aides shall direct difficult inquiries or questions related to policy or law for clarification to responsible ranger staff members. The use of off-highway vehicles may be utilized after the completion of safety training. Park Aides will report observed violations of law or reported emergencies to ranger staff. | |
| 20% | SPECIAL EVENTS/ADMINISTRATION Assist park rangers during special events, research and process information for various projects, assist park rangers in the field, and assist in outreach. Responsible for preparing and processing paperwork to accomplish required tasks such as project request forms, reports, and timesheets. | |
| 30% | HOUSEKEEPING Assist in maintaining the entrance station worksite, building interior, grounds, and interior office space in a clean, orderly, and safe condition. Assist in the cleaning and inspection of park | |

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| | vehicles. Maintain files, poster boards, and logbooks to ensure that all employees have ready access to current information. Report or correct any possible hazards to employee safety. | |
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| 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 | | |
| Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, wind & sun) Stand for long periods of time (up to 2 hours) to perform the duties associated with the job | | |
| TELEWORK DESIGNATION | | |
| This position is designated as: (Check one) | | |
| <input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible | | |
| SPECIAL REQUIREMENTS: | | |
| Driving is a requirement of the position. California Driver's License – Class C | | |
| <p>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.</p> | | |
| 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 |
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