



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Senior Park Aide (Seasonal)	549-684-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Lake Tahoe Sector	Ed Z'berg Sugar Pine Point State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Administrative Officer 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>Under the direction of the Administrative Officer and may receive work assignments from State Park Peace Officer Supervisor (Ranger) Visitor Service Operations. This position is responsible for leading and assisting Park Aides working in Visitor Services, performing routine public contact in State Park facilities and grounds, assisting the public with answering questions regarding Park rules, regulations, and educational programs. This position is to maintain the daily operation of the facility entrance, collect fees, perform housekeeping duties, assist with educational programs, and provide information to park visitors. The incumbent may coordinate occasional housekeeping activities; may give instruction in the safe and proper use of housekeeping supplies; inspect completed work for quality control and conformance to established standards; trains lower-level seasonal employees. The incumbent prepares Report of Collections, attendance documents, Reserve California paperwork and camper registration. The reporting location is Sugar Pine Point State Park.</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%	KIOSK OPERATIONS: Coordinates and leads park aide staff in daily campground and visitor center operations-prepares written and computer-generated documents relating to revenue, schedules, reservations and other related reports, inspects completed work for accuracy and completeness and establishes standards while training park aide staff.	
35%	VISITOR SERVICES: Collect fees for use of facilities (day use, camping, etc.) and publication sales. Register campers. Provide information and directions. Answer questions about State Parks within the Lake Sector, Sierra District, and other attractions within the Lake Tahoe area. Be familiar with and able to explain State Park rules and regulations to visitors as needed. Provide the public with excellent customer service. Accept complaints and suggestions from visitors.	
30%	ACCOUNTING: Process all park revenue. Assist in bank deposits and prepare Report of Collections for headquarters. Maintain organized accounting records for auditing purposes. Process Early Out / No Show / Late Arrival camper registrations. Prepare courtesy reservations for approval. Perform data entry of revenue and attendance records and compile and submit statistical reports. File and store documents according to	

	department policy. Troubleshoot accounting and IT issues including credit POS and Reserve California systems.	
%		
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training courses and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
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:		
Possession of a valid Class C driver’s license and maintain a good driving record is required. The purchase and wearing of a State Park uniform is required, and employees must adhere to State Park grooming standards.		
<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