



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Park Aide (Seasonal)	549-648-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Clear Lake Sector	Clear Lake State Park	
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		State Park Peace Officer Supervisor (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>Under supervision of the State Park Peace Officer Supervisor (Ranger) and may receive direction from the Senior Park Aides, the Park Aides operate the entrance station at State Parks and State Recreation Areas and are the primary point of contact for park visitors. This position will collect park day use fees, registering campers, completing end of day cash register accounting and associated collections paperwork, maintaining cleanliness inside and outside of park entrance station. This position assists visitors, provides park information, explains park rules, and gives directions to park facilities, surrounding area features and establishments.</p> <p>The reporting location for this position is Clear Lake State Park located at 5300 Soda Bay Rd, Kelseyville, CA 95451. The normal work hours are 10-hour shifts occurring between the hours of 8:00 am to 10:00 pm, up to five days per week including weekends, holidays and during special events; assigned days off may vary from month to month. This position is required to wear a uniform. This is an Actual Time Worked (ATW) position working for a maximum of 1500 hours or 189 days in a 12-month period.</p> <p>The Clear Lake Sector includes Clear Lake State Park (SP) and Anderson Marsh State Historic Park (SHP). Clear Lake SP is located 3.5 miles northeast of Kelseyville. The park has four campgrounds with a total of 146 campsites, two group camps, eight park operated cabins, several miles of hiking trails, a visitor center, and a boat launch. Anderson Marsh SHP is located between Lower Lake and Clearlake. This unit includes a 19th century historic ranch house and barn complex and a nature preserve that covers hundreds of acres of wildlife habitat.</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	
35%	Contact Station Operation and Public Information Opens, operates and closes the facility in accordance with set operating hours. Greets the public, provides visitor information, and answers phone inquiries. Sells park passes, tour passes, collects fees, makes correct change, completes end of the day cash register accounting, prepares bank deposit, deposits bags, and raise/lower flags daily. Register campers, keeps track of reservations daily, maintains accurate and up the date records of campground occupancy, sell department passes, firewood and park maps. Assists and provides accurate information and directions to the public. Promotes and assists with park special events, performs campground checks, explains and relays park rules and regulations to the public. May receive reports of	

	crimes and or emergencies from the public and reports violations or potential problems to the appropriate authority.
20%	Cash Handling and Accountability Accurately accounts for all fees collected, at end of shift, prepares the accountability report and deposit of park fees, transmits accountability information via park's accountability program, including computer, accounts for supplies and equipment used in the entrance station operation, orders supplies as needed. Accounting reconcile and process all park revenue. Assist in bank deposits and prepare report of collections for headquarters.
10%	Housekeeping and Maintenance Performs housekeeping includes interior and exterior of the entrance station, and adjacent landscaped areas, cleaning as necessary. Keeps the entrance station and surrounding area clean, and clear of litter and debris. Includes cleaning of restrooms, sweeping, mopping, emptying trash cans, cleaning of sinks, windows, walls and counters, basic cleaning of office equipment, watering of flowers shrubs and grass. Washes and details park vehicles as requested. Operates light vehicles if applicable.
10%	Administration Become proficient in the operation and basic maintenance of one or more reservation system PCs (i.e., R2S2, Reserve California), which includes daily downloads and printouts of campsite availability. Refund entry fees and telephone communications with reservation contractor to resolve reservation difficulties. Monitor and keep supplies of forms and office supplies on hand. Make copies of forms as needed.
10%	Workplace Safety Attends and participates in tailgate safety meetings. Wears appropriate personal protective equipment and safety equipment, as required. Carries out assignments and maintains work areas in accordance with established safe job practices. Isolates and / or immediately contacts a supervisor to correct any problem posing a hazard to visitors or employees. Attends and participates in specific on-the-job training and training courses required for the job.
10%	Radio Use / Emergency Responds appropriately to emergencies. Requests assistance by phone or radio. Uses the two-way radio to communicate hazardous or safety related conditions with field or dispatch personnel; provides radio assistance as directed during emergency situations
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	
<p>Kiosk and outdoor work is common. Assigned work location may be remote and away from developed park facilities. The incumbent's work will involve moderate exposure to a full range of environmental conditions, varying terrain, unusual elements and inclement weather. This includes extreme temperatures; cold, windy, wet and muddy conditions; hot, dry, muggy or unpleasant conditions; exposure to dirt, dust, fumes, smoke, unpleasant odors and allergens such as pollen; insect stings and bites; and loud or excessive noises.</p> <p>Typical work activities involve frequent and prolonged periods of sitting, standing and walking. Considerable physical activity is common and part of the job. May entail muscular strain, including walking, standing, stooping, sitting, kneeling, squatting, bending, twisting, lifting, carrying and reaching on uneven and slippery surfaces. The incumbent must have the ability to climb stairs / inclines, walk or traverse even and uneven terrain for extended or prolonged periods of time, and walk on variable surfaces. Requires the use of safety equipment as necessary.</p> <p>The work environment involves some exposure to hazards or physical risks, which require following basic safety precautions, listening effectively, following instructions and the ability to perceive hazards to the public, structures and exhibits to ensure safety while complying with Department policy, demonstrating adaptability and effectively communicating.</p>	

TELEWORK DESIGNATION**This position is designated as: (Check one)**
 Telework Eligible – Office Centered
 Telework Eligible – Remote Centered
 Not Telework Eligible
SPECIAL REQUIREMENTS:

Possession of a valid class C driver's license is required.

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