



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern Field Division	Park Aide (Seasonal)	549-688-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Sierra District	Park Aide (Seasonal)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Alpine/Mono	Grover Hot Springs SP	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		State Park Peace Officer Supervisor (Ranger)
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of a State Park Peace Officer Supervisor (Ranger) (SPPOS), and the guidance from the State Park Peace Officer (Ranger), and Senior Park Aide, the Park Aide is responsible for the day-to-day visitor services operations including campground and day use. The Park Aide is responsible for assisting the public with answering questions regarding park rules, regulations, and educational programs, collecting fees, visitor information, housekeeping, and assisting in interpretation. The reporting location for this unit will be at Grover Hot Springs State Park Kiosk, 3415 Hot Springs Rd, Markleeville, CA 96120. May be required to work weekends and holidays.</p>		
<p><b>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.</b></p>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
40%	<p><b><u>KIOSK OPERATIONS:</u></b> Responsible for operating and maintaining the daily operation of the kiosk, opening and closing, raise/lower flags daily, selling day use, pool tickets, department passes, firewood, ice, tokens, and park maps. computing fees, adhering to fund collection procedures, operates computers, printers, calculators, and other office equipment. Registers campers, keeps track of camping and pool reservations daily, maintains accurate and up the date records of campground occupancy. maintaining courteous interactions with the public.</p>	
25%	<p><b><u>VISITOR SERVICES:</u></b> Provide information and assistance to park visitors, explains park rules, alerts visitors to potential hazards in the park, and ensures visitors respect park rules and cultural resources. Gives directions to popular locations and surrounding area. Promotes positive work relationships with park volunteers, and the public. Reporting violations and notifying law enforcement in the case of citable offenses</p>	
20%	<p><b><u>INTERPRETATION/HOUSEKEEPING:</u></b> Communicate interpretive knowledge, provide the public with general information, and interpret state resources, including historical significance, relevance, importance of preserving natural resources, and workings of the California State Park System. Must perform housekeeping duties including picking up litter, sweeping, mopping, emptying trash cans, washing windows, and</p>	

	cleaning the kiosk bathroom. The role ensures the kiosk environment is always clean, organized, and professional.	
<b>10%</b>	<b><u>ADMINISTRATION:</u></b> Understand and operate the point-of-sale system- R2S2. Counts fees collected and complete 156 accounting reports. Perform daily attendance count, paperwork including timesheets, cash collection, weather reporting, lost and found records, reporting park attendance, answering phone calls and respond to or pass on phone messages.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work schedule is typically 8 or 10 hours shifts, 4 to 5 days a week. Shifts may be morning or evening / night. May work in an indoor or outdoor setting and encounter various types of temperature and weather situations including rain, wind, heat, and cold. Work environment may have exposure to dirt, dust, fumes, and unpleasant odors. Must be able to work on weekends, holidays, and occasional special events. Standing for prolonged periods of time. Ability to lift up to 25 pounds.		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C Driver's License is required. The purchase and wearing of a State Park uniform is required. State Park grooming standards must be met. Driving a State Park vehicle may be required to complete assigned duties.		
<p><b>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.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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.		
<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>