



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Division		Park Aide (Seasonal)	549-252-0986-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Great Basin District		Park Aide (Seasonal)	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Hungry Valley Sector		Hungry Valley State Vehicular Recreation Area	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			State Park Peace Officer Supervisor
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 Park Aide reports directly to the assigned work location and works under the direction of the Supervising State Park Peace Officer and will receive direction from the lead State Peace Officer assigned to the visitor services operation. The Park Aide position is a temporary employee hired to work during the busy months of the year. The Park Aide will be performing the duties dressed in full State Park Uniform. The uniform will be purchased by the Park Aide and will be in good condition at the start of the workday. The primary duties include but are not limited to:</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		
40%	<p><u>Customer Service</u></p> <p>The Park Aide will perform routine public contact work, which includes but is not limited to answering questions from public, explaining rules and regulations, reporting all medical emergencies, reservation processing, answering telephone, managing peak use periods without error or delay; refers problems, special requests, unanswered questions to the Supervising State Park Peace Officer or lead visitor service State Park Peace Officer. The Park Aide will also provide information to the visiting public about available recreational facilities and activities. The Park Aide will be responsible for inspecting all Off-Highway vehicles for proper equipment necessary to operate on public lands. All public contacts will be courteous, impartial, and articulate. Information given to the media will be referred by field staff to their supervisor.</p>		
40%	<p><u>Revenue Collections and Sales</u></p> <p>The Park Aide is responsible for selling tickets, annual passes, maps and collects fees, following proper accounting and departmental procedures. The Park Aide will prepare daily collection reports (DPR 156), visitor attendance statistics (DPR 449), bank deposits, and operate an R2S2 system. The Park Aide will be responsible for monitoring levels of day use tickets, annual passes, maps, campground reservation receipts (DPR 453) and miscellaneous supplies in stock. Completes all required documents in an accurate and legible manner.</p>		
10%	<p><u>Maintenance & Housekeeping</u></p>		

	Maintains a clean appearance of the kiosk, work area and restroom. Housekeeping, refuse disposal and litter pickup are accomplished daily	
5%	<u>Administration</u> The Park Aide is responsible for completing and submitting a report of hours worked during scheduled periods. The Park Aide will review the time report for accuracy and legibility and submit timesheets due first of the month. The Park Aide is responsible for keeping track of forms, statistics and filling out necessary paperwork related to the Kiosk operations	
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 outdoors in various types of weather or work in unpleasant conditions. • Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. • May involve some exposure to aggressive visitors. • Work near fast moving traffic. • May work inside an office. • 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 NOT Telework Eligible.		
SPECIAL REQUIREMENTS:		
<ul style="list-style-type: none"> • Willingness to work at various locations within the district. • Willingness to work on Saturdays, Sundays, and Holidays at odd or irregular hours and under adverse weather conditions. • Perform varied manual tasks. • Interact with the public. • Conform to departmental uniform 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