



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field Division	Park Aide (Seasonal)	549-677-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Capital District	Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Museums	125 I Street, Sacramento	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		
<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 supervision of the Guide II Supervisor, the Park Aide will report to the California State Railroad Museum located at 125 "I" Street in Old Sacramento, State Historic Park (SHP). The Park Aide will open and close, collect entrance fees, answer visitor questions, give directions, provide quality visitor service and interpretation. Employee hours are 9am to 5:30pm. This position will be scheduled between 2-5 days a week, requires working evening events, holidays and weekends. This position is not to exceed 1500 hours within 12 consecutive months.</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>VISITOR SERVICES AND REVENUE COLLECTION</u></b>          Provide exceptional customer service to all visitors. Perform opening and closing procedures for shift location. Perform Museum counter work by collecting Museum Entrance Fees and answering visitor questions via phone or in person relating to State Parks, Old Sacramento State Historic Park, the California State Railroad Museum complex, Railtown 1897 State Historic Park, and surrounding areas. Familiar with general operation of a personal computer. Good verbal and written communication skills, ability to comprehend job assignments. Report violations, account for supplies and equipment used in the operation and maintenance of Museum facilities. Always maintain a professional attitude and appearance.</p>	
35%	<p><b><u>ACCOUNTING</u></b>          Accurately maintain daily admission fee sales and change funds. Accurately account for daily revenues collected and compile daily attendance figures. Be proficient in the operation of a cash register. Be proficient in all Museum and State Park cash handling procedures and policies.</p>	
20%	<p><b><u>MAINTENANCE</u></b>          Maintain a clean, orderly, and safe workspace. Actively participate in daily maintenance program. Become familiar with locations of all safety and first aid equipment. Report all housekeeping and safety concerns to appropriate staff members.</p>	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	

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.	
<b>TYPICAL WORKING CONDITIONS</b>		
Lift up to 25 lbs. Ability to bend, stoop, lift, sit and stand for long period of time. Walk distances on uneven surfaces.		
<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>		
Occasional travel may be required. Possession of a valid driver's license is required when operating a state owned or leased vehicle.		
<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>		
<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>