



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Northern	Park Aide (Seasonal)	549-636-0986-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
North Coast Redwoods District	Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Eel River Sector	Standish Hickey State Recreation Area	
<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 supervision of the State Park Peace Officer Supervisor (Ranger), the Park Aide will greet visitors with a positive attitude, providing accurate information regarding the park and rules and regulations within the park, fee collection, and sales of Park map publications. This position is an entry-level, uniformed seasonal Visitor Services position with highly visible public contact. The reporting location is the entrance kiosk at the Standish Hickey State Recreation Area.</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>	
45%	<p><b>VISITOR SERVICES AND ENTRANCE STATION OPERATION</b></p> <p>Greet Park visitors and provide accurate information including points of interest within the park. Provide Park rules and regulations to park visitors, collect fees, sell park map publications, and accounts for fees collected. Ensures the correct handling of money, make appropriate change, note shortages, and close out the register at end of the work shift. Provide daily accounting for cash sales at the end of each day utilizing Reserve California point of sale equipment and by preparing the Accountability Worksheet for each shift worked, with a minimum of monetary discrepancies. The Park Aide is familiar with and follows correct opening and closing procedures for the kiosk, while also conducting walking checks of the campground, answering questions from visitors, and provides education when visitor violations are noted.</p>	
30%	<p><b>ADMINISTRATION:</b></p> <p>Assists the Campground Senior Park Aide with compiling and turning in Monthly Attendance Reports and accounting, ordering kiosk supplies when needed, resolving computer problems, submitting cancellations, no-shows and early-outs, keeping track of and accounting for lost and found items.</p>	
10%	<p><b>INTERPRETATION:</b></p> <p>Will assist with educational walks, talks and campfire programs, explains and interprets in an interesting manner the interrelations of plants, animals and humans to their environments, promotes conservation education, operates audio-visual equipment, explains rules and regulations. of Jr. Ranger and Litter Getter programs.</p>	

<b>10%</b>	<b>HOUSEKEEPING:</b> Maintain equipment and supplies necessary to perform the duties listed above. Light housekeeping is provided to maintain a clean workspace and public use facilities daily. Recognize and take steps to correct any safety hazards. Identify and notify lead staff of any needed maintenance repairs within the entrance kiosk, office, and throughout the park to ensure maintenance staff are alerted in a timely manner.	
<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>		
This is a uniformed classification; uniform standards may be found in the Uniform Handbook. Must be willing to work weekends and holidays as necessary. Prolonged standing, bending, and sitting. Work inside and outside; walking, bending, and lifting. Transport equipment weighing up to 20 pounds. Frequent walking on even and 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>		
Possession of a valid class C driver's license is required. Housing may be required for this position in order to fulfill the requirements of the job and is a condition of employment.		
<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>