



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Management Services Technician Permanent Intermittent (PI)	549-696-5278-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	MST	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Folsom Sector	Folsom Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direct supervision of the State Park Superintendent III, the Management Services Technician PI will be responsible for the general and less complex sector administrative functions of the Folsom Lake Sector. The reporting location for this position is the Folsom Sector Office located in Folsom.		
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%	ADMINISTRATIVE & MANAGEMENT SUPPORT: Provides administrative support to Sector Management. Assist the Special Events Coordinator with various functions related to the Special Event Program. Assists in preparing and submission of State Fire Marshall permits. Assist Sector Superintendent with response and processing of Controlled Correspondence, public inquiries and Public Records Requests. Assists lead Officers with the organization and processing of Volunteer paperwork.	
30%	RECEPTION / PUBLIC ASSISTANCE & REVENUE Performs reception and front office support functions, including answering and directing telephone calls, greeting and assisting visitors, filing, copying, and routing inquiries to appropriate staff. Provides customer service to the public by assisting with pass sales, park information, and general inquiries. Attends applicable training to maintain current knowledge of Departmental policy and regulations. Assists with the preparation and processing of the Report of Collections for deposits relative to all revenue including day use fees, camping, special events and group picnic reservations.	
20%	FILE MAINTENANCE & RECORDKEEPING: Prepares and maintains reports related to visitor attendance and revenue to support operational and fiscal reporting requirements. Assist the District Administration with Department Programs including but not limited to Bilingual Survey and campaigns for charities. Maintains sector files and records in accordance with departmental policies, records retention requirements, and established	
10%	DATA ENTRY & ACCOUNT MONITORING: Assists district staff with monitoring sector financial allotments by tracking expenditures, maintaining records, and providing administrative support as needed. Works closely with district administrative staff to maintain and update information within departmental databases, ensuring	

	records are accurate and current. Assists with the coordination and administrative support of special event programs within the sector, as needed.	
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		
Mostly indoors sitting and/or standing throughout shift. May occasionally work outdoors in varied temperatures assisting with special events.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
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