



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Senior Park Aide (Seasonal)	549-952-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Inland Empire	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Perris Sector	Lake Perris State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Senior Park Aide will work under the general supervision of the District Administrative Supervisor and will support the Sector Superintendent and Sector operations. The primary responsibility of the Senior Park Aide is to assist the Office Technician in providing operational and administrative support to Lake Perris State Recreation Area Sector Office. The Senior Park Aide will perform general clerical procedures, office reception, answer multiple phone lines, use multiple computer programs, process and distribute mail, and other administrative duties as assigned. The Senior Park Aide will work at the front desk of a public office and should expect regular interaction with the public and provide customer service. Must be attentive to the needs of the public in a respectful and professional manner and provide good customer service. This position requires a valid California driver's license. This position may be asked to work evenings, weekends, and/or holidays to provide operational coverage. The position may travel throughout the district to provide support for other park units as needed, and to attend training. The reporting location of this position is Lake Perris State Recreation Area, 17801 Lake Perris Drive, Perris, CA, 92571.		
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% Administration	Performs all office procedures related to the duties of this position in accordance with established departmental and district guidelines. Ensures correspondence is processed efficiently, accurately, and in a timely manner. Is responsible for front office annual pass sales including passes from DARC and the collection of fees. Tracks and records park attendance according to set procedures and standards. Supports various programs within the Perris Sector by maintaining seasonal labor cost tracking logs as needed. Prepares revenue collection reconciliation reports and reports of collection. Is responsible for the collection of revenues, reports, and maintenance associated with Automated Pay Machines. Ensures proper maintenance, servicing, and operation of office copier, printers and credit card machines. Is responsible for typing and processing of controlled correspondence for the signature of the park Superintendent, District Superintendent, and other staff, as directed. Attends all Administrative Services meetings and training and assist in training as requested. May assist the Sector Superintendent and Park Maintenance Supervisor with basic administrative processes.	
35% Visitor Services	Assists the visitor services operations, including processing Reports of Collections (ROCs), reconciles parking payments, reservation fees, and transaction fees while utilizing the R2S2 system. Supports field staff by troubleshooting issues that arise with park	

	operating POS systems, responds to phone calls from the public and provides accurate information regarding park operations, and works with the reservation company to process customer refunds, etc. When necessary, will assist the public in navigating the R2S2 website, and will help make reservations for campsites, group picnic, group camps, etc. Assists with social media promotion and information sharing as it pertains to the park unit.
10% District Support	Provides district support by answering emails, telephone calls, and distributing incoming and outgoing mail. Assists district staff with special projects and requests as needed. Ensures that daily administrative tasks are completed efficiently to support overall district operations. Maintains organized records and documentation of records to improve workflow. Collaborates with team members to address needs promptly and provide a reliable point of contact for visitors and staff.
10% Housekeeping	Keeps assigned area neat and clean at all times. Assures the counters, bulletin boards, outdoor public area, and office areas are kept in a neat and orderly fashion and that refuse containers are not allowed to overflow, nor are contents allowed to decompose between pick-ups and disposal. Corrects and reports all hazardous or safety related conditions in a timely manner.
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	
Work involves moderate exposure to unusual elements, such as extreme temperatures (over 100 in the summer and near freezing in the winter), elevated heights, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Daily and frequent use of a personal computer and a variety of office software applications, including web-based and social media communications at a workstation. Sit in a normal seated position for extended periods of time. Involves interpersonal interactions with visitors, community organizations, students, academics, and staff. Must be able to lift/push/pull 20 pounds.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Must be self-motivated and work well alone as well as with others. Must possess and maintain a valid California driver's license and maintain a good driving record. Must be able to pass a criminal background check. Must be able to read and write, wear a prescribed uniform, maintain appropriate grooming standards, demonstrate the ability to follow directions, learn work procedures and park rules and regulations, demonstrate understanding of training objectives, perform manual tasks, walk on rough and uneven terrain, and meet the public politely and professionally.	

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