



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Southern Division	Park Aide (Seasonal)	549-927-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
South Sector	San Clemente State Beach	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Parks Peace Officer (Ranger)
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 supervision of the State Park Peace Officer (Ranger), the Park Aide (Seasonal) is responsible for the day-to-day Visitor Services operations at San Clemente State Beach which includes campground and day use operation, resource management, interpretation, visitor center operation and is responsible for maintain the daily operation of the visitor center or facility entrance, collecting fees, assist with educational programs and provides information to park visitors. The Park Aide may receive work assignments from State Parks Peace Officer (Ranger), and Guidance from State Park Peace Officers. The reporting location for this position is San Clemente State Beach.		
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%	KIOSK OPERATIONS Maintain the daily operation of the visitor center kiosk operations, opens and closes visitor center-kiosk operations, collects fees, makes correct change, completes end of the day cash register accounting, prepares bank deposit, deposits bags, and raise and lowers flags daily, register campers, keeps track of reservations daily, maintains accurate and up to date records of campground occupancy, sells department passes, and park maps, keeps the area and surrounding area clean, and is clear of debris and litter.	
25%	VISITOR SERVICES Answers questions on rules, regulations, and facilities for the public, gives direction to popular locations and surrounding area, promotes positive work relationships with park volunteers, and the public, reports all problems to appropriate staff.	
20%	INTERPRETATION/HOUSEKEEPING Assists Park visitors with communicating interpretive knowledge and provides the public with general information including but not limited to historical significance, relevance, and importance of preserving natural resources. Assists to communicate interpretive knowledge and provides the public with general information, directions, locations of trails and points of interest. Performs housekeeping duties such as vacuuming, sweeping, and dusting, housekeeping involves ensuring the kiosk environment is kept clean, organized and professional at all times.	
10%	ADMINISTRATION Operates the R2S2 point-of-sale system, accurately counts fees collected, completes 156 accounting reports, and performs daily attendance tracking.	
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		
Occasional computer use in an office setting interspersed with long periods of walking and standing. May work in an indoor or outdoor setting and encounter various types of temperature and weather situations including rain, wind, heat and cold.		
TELEWORK DESIGNATION:		
This position is designated as 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