



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Senior Park Aide (Seasonal)	549-680-1035-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Senior Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Diablo Range District	Diablo Range District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Administrative Officer II
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 direction and supervision of the Administrative Officer II, the incumbent will perform a variety of receptionist and clerical type work which requires in-depth knowledge of the workings of the department and district, following directions, learning and applying laws, rules and regulations procedures and policies, meeting and dealing tactfully with the public and co-workers either face-to-face, by phone or via email. The reporting location will be the District Office at 15751 Tesla Rd, Livermore CA. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability and compliance (TAC) goals are met.		
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	
30%	GENERAL CLERICAL Provides information to the public by phone or in person about the State Parks, local activities, events and recreation opportunities requiring thorough knowledge of the departments and district's policies, rules and regulations regarding appropriate park uses. Answers incoming phone calls using proper telephone etiquette. Take messages and relay to appropriate personnel. Processes incoming and outgoing mail. Ensures FedEx and USPS packages are prepared properly and ready for pickup timely. Routes all incoming deliveries and mail to the appropriate personnel and ensure it is properly date stamped upon arrival. Monitors office equipment for paper supplies, toner supplies, etc. and notifies staff when supplies need to be ordered. Performs general clerical word processing, spreadsheet support as requested. Uses computer software programs (Fi\$CAL, SharePoint, Microsoft Office Suite) to complete reports and communicate through email. As directed, answers correspondence; assists supervisor with assignments; prepares records, reports, and other correspondence as required. Distributes payroll to ensure separation of duties.	
25%	ACCOUNTING Sells passes and ensure the purchasers meet the requirements to purchase such passes. Maintains a log of all passes sold by number and date. Prepares Receipt of Accountability, deposits, and Report of Collections for all revenue transactions. Prepares, processes, and	

	reconciles Reports of Collections (eROCs) for all park units ensuring revenues are being appropriately and timely recorded. Maintains files of all Report of Collections. Completes inventory of accountable documents and passes as required and prepares order for same as needed. Accounts for revenue accurately and in accordance with the department's money handling policies and procedures. Use computer software programs to assist with data entry. Enters and maintains District purchases in various spreadsheets for tracking purposes.
20%	PUBLIC SAFETY RECORDS PROGRAM MANAGEMENT Reviews and processes detailed files including, but not limited to: criminal, accident, incident, wildfire, medical and citation reports associated with the Department's public safety program. Converts records from manual to automated format by entering data from hard copies to computerized versions and routes appropriately. Compiles and maintains statistics on public safety issues and provides sensitive and detailed program information to other public agencies, supervision, and management in a timely manner and as prescribed by law and policy. Maintains public safety database for all peace officer reports by entering data from hard copies to computerized programs. Works closely with local District Attorneys' Offices to submit all cases in a timely manner for consideration of prosecution. Archives data electronically and follows best procedures in records management, retention and destruction
10%	COURT LIAISON Processes citations, amendments and voids. Reviews all in-custody information transmittals, distributes subpoenas to appropriate individuals and disseminates all court and judicial information accordingly. Accesses Criminal Offender Record Information (CORI) to process law enforcement reports. Accesses DMV records as needed to complete and process law enforcement reports.
10%	ADMINISTRATION Completes paperwork and other functions including the upkeep of equipment to meet operational needs timely and efficiently. Arranges for maintenance and repair of office equipment, including copiers at the District Office. Completes monthly timesheets in a correct and timely manner. Completes other tasks assigned by Supervisor. Enters Vehicle Usage Reports.
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 environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Must meet deadlines within short time frames. Must be flexible in tasks.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
None	

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