



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern		Park Aide (Seasonal)	549-637-0986-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
North Coast Redwoods District		Park Aide	E
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Redwood Coast Sector		Jedediah Smith Redwoods State Park (JSRSP)	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be required.			State Park Peace Officer Supervisor (Ranger)
POSITION DESCRIPTION			
Under the supervision of the State Park Peace Officer Supervisor (Ranger), the Park Aide will work daily in campground operations and assist with the administration of campgrounds and day use areas. The reporting location, and work location for this position is Jedediah Smith Redwoods State Park (JSRSP) kiosk.			
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%	Campground Operations/Fee Collection: Registration of campers and day users, answering visitor's questions, using the Reserve California computerized reservation system, issuing refunds and receiving cancellations, being aware of campsite occupants and site status, reporting emergencies and rule violations to peace officers and/or other first responders, collecting self-registration envelopes at campgrounds and day use areas, counting and processing park revenues, firewood sales, and performing campground checks.		
30%	Administration: Filing and storing documents according to department policy, assisting the Senior Park Aide with compiling and turning in monthly attendance reports, tracking and accounting for lost and found items, and assisting the Senior Park Aide with training of new park aides.		
25%	Interpretation: Respond to questions from the public on State Park System rules and regulations,, briefly interpret park resources and features to visitors, as well as answer questions regarding local resources; grocery stores, restaurants, gas stations, shops, laundry facilities, RV dump stations, nearby dog friendly places, harbors/fishing locales, and any other points of interest.		
10%	House Keeping: Cleaning and organizing park entrance stations, including keeping area around entrance stations swept and free of litter.		
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			



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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 25 pounds. Frequent walking on even and uneven surfaces

TELEWORK DESIGNATION:

This position is designated as not telework eligible

SPECIAL REQUIREMENTS:

Possession of a valid class "C" Driver's License and a safe driving record is required.

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