

POSITION SUMMARY: Under the general direction of the Sector Superintendent, the Office Assistant Park Aide is responsible for performing routine general office tasks. The Office Assistant Park Aide will also perform reception duties and public contact work, answer all phones and also answers questions on rules, regulations and facilities for the public and other related work.

ESSENTIAL FUNCTIONS: This position is a seasonal, unskilled position involved with the Anza-Borrego Desert Sector functions within the State Park System. This position is to maintain daily operation of the sector office; report problems to appropriate staff immediately; answer questions from the public and volunteers; and perform general office tasks. The Park Aide must be able to communicate effectively with co-workers and visitors, perform arithmetic and prepare both written and computer generated documents.

80% ADMINISTRATION Promote positive relationships with park volunteers and the public; answer phones and take accurate messages as necessary; assist visiting public with park information, park literature and be able to give directions; keep folders and maintain files for various park operations such as special events, film permits and other documents; assist park staff with copying, typing, sorting and mailing; assist in logging and processing accountable documents; dispersing and making change for petty cash account, and assist with other minor office tasks as assigned by the Superintendent or Supervising Rangers.

20% Operations: Maintains the daily operation of the Anza-Borrego Sector office Monday through Friday. Keeps the inside and outside of the office area clean and clear of debris and litter. Performs light housekeeping by dusting, vacuuming and cleaning kitchen area and restroom weekly. Reports problems, visitor complaints and/or suggestions and other messages to supervisory staff in a timely manner, report all lost or injured persons immediately. Answers questions on rules, regulations and facilities for the public and gives directions to the public. Promotes Anza-Borrego Desert State Park and professionally represents a positive State Park image.

A. Visitor Services

Read Write Squat Comprehend
Bend Stand Stoop Carry Sit
Effective Communication
Simple Arithmetic
Give Change