

## **PARK ATTENDANT**

### **Definition:**

Under direction, register, collect fees and supervise admittance of vehicles to county park sites; performs a variety of clerical tasks; assists in informing patrons of park regulations; and does related work as required.

### **Distinguishing Characteristics**

This classification is established for the employment of extra help or seasonal temporary help in the Parks Department. Incumbents in this classification, under supervision, are responsible for an entry station office at a park site and are distinguished from the Park Ranger classification by the absence of law enforcement duties. Incumbents in this classification will be required to work evenings, nights, weekends, and holidays. Incumbents will also conform to personal appearance standards and may be required to wear a prescribed uniform.

### **Essential Functions:**

- Collects fees according to an established fee schedule.
- Registers campers, park and building users.
- Issues receipts and maintains records for monies received.
- Advises park patrons of department rules and regulations.
- Notifies supervisors of any serious accidents or emergencies.
- Handles and refers complaints.
- Prepares reports.
- Maintains entry station office.
- Operates a two-way radio.
- Inventories office supplies.
- Performs other related duties as required.

### **Employment Standards:**

**Any combination of training and experience that would provide the following knowledge and abilities:**

Knowledge of clerical practices and procedures; ability to make computations rapidly and accurately; collect fees; deal with people in a friendly and courteous manner, but with authority; establish and maintain cooperative working relationships; write reports; and the ability to follow oral and written instructions.

Possession of a valid California Class C Drivers license is required upon appointment.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services.) As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable following a significant emergency or disaster.

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