

PARK ENTRY ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Responsible for the complete operation of the entry booth at county parks, which involves the collection of money for daily, group or seasonal passes. Responsible for dealing directly with the public. Responsible for maintaining accurate financial and attendance records as well as making daily deposits at local banks. Responsible to police their respective parking area for litter during their shift and coordinate group usage of park pavilions. The work is performed under direct supervision of the park manager. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Collects proper user fee from all guests visiting the park;

Keeps accurate records of all monies collected;

Makes daily bank deposits at local banks;

Keeps accurate attendance records for daily, group and seasons passes;

Coordinates use of group picnic pavilions as required;

Opens and closes entry booths on a daily basis, according to defined procedures and policies;

May be required to clean litter and debris from surrounding parking areas;

May provide routine information orally or in writing in response to inquiries from customers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

TERISTICS: Working knowledge of modern methods in keeping and checking financial records and accounts, including the collection of money and making proper change; ability to develop effective

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working relationships and deal diplomatically with the general public; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from High School or possession of a high school equivalency diploma; or
- (B) Three (3) months experience as a cashier or clerk with specific responsibility for collecting money and making change or completing financial and attendance reports and experience dealing with the general public.

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Last Reviewed: 5/30/00
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

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