

Position No.: 750-9001
Category: Administrative Assistant (Temporary)
Salary Range: Starting at \$8 per hour
Closing Date: April 1 or Until Filled
Status: Temporary Seasonal
Recruitment: Internal/External
Location: State Parks in North Dakota

Minimum Qualifications:

- Able to clearly communicate and dispense information to park visitors in person or by telephone.
- Able to use cash register, copier, and various office equipment
- Able to operate computer with working knowledge of Microsoft Word and Excel.
- Able to clearly communicate instructions, directions, and information to staff and general public.
- Able to train, supervise, and evaluate subordinate staff.
- Able to work with vendors in organizing events/activities.
- Able to order necessary inventories.
- Requires adequate math knowledge to accurately perform routine daily functions to include balancing and recording daily sales receipts.
- Require valid driver's license with ability to operate motor vehicles.

Application Procedures:

Please include a brief summary of work experience and submit with state application form #10950. Applicants claiming veteran preference must submit Form DD214 with the completed application and those applicants needing accommodation with the application and/or interview process should call ND Parks & Recreation at (701) 328-5357 or the North Dakota Job Service TDD 1-800-438-2513.

An application must be sent to each park in which you are requesting consideration for employment. Please call the State Parks and Recreation Department for specific addresses (701) 328-5357 or visit our web site at www.parkrec.nd.gov

Summary of Work:

Responsible to the park manager for coordination and/or administration of the operations of park entrance, park concessions and visitor centers. May be required to work evenings, weekends, and holidays. May supervise other temporary employees.

- Responsible for the daily inventory of passes and permits, and for the daily park accounting of cash receipts and deposits including verifications and required revenue reports.
- May supervise and/or participate in responsibilities related to visitor information, reservations, pass and permit sales, park rental contracts, and park concession operations. Maintains park concession inventories for the park.
- Communicate with the park manager on visitor concerns, suggestions and comments of park visitor services.