

BAXTER PARK GATEHOUSE ATTENDANT
(Position Length: 12, 23 and up to 26 Weeks)

Class Code: 9422

Range: 9

Salary: \$10.77 hourly / \$861.60 bi-weekly

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.

Value of State's share of Employee's Retirement: 17.07% of pay.

SCOPE OF WORK: This is clerical work in the operation of a park gatehouse facility under the supervision of a Baxter Park Law Enforcement Ranger. This position must make reservations, monitor radio traffic, explain rules and regulations to Park visitors pertaining to Park use, points of interest and Park facilities. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with Park users under all circumstances.

TYPICAL DUTIES:

- Registers vehicles and persons coming into or through the Park Gates.
- Greets tourists, gives information pertaining to facilities available in Baxter State Park, such as: trails, climbing times, weather conditions, fire conditions, camping and fishing areas, swimming areas, safety practices, and other Park features in order to provide advice and other information when requested.
- Collects fees for the use of Park facilities from the public.
- Records ticket book receipts to keep track of people and to collect statistical information and prepare statistical reports.
- Records money collected and prepares appropriate reports to verify money collected.
- Writes reservations for guests who come to the gate without them.
- Operates two-way radio to maintain contact with other Park personnel.
- Checks with ticket books to help Park Rangers locate persons according to intended destination in order to assure safe return of people from the Park.
- Provide minor maintenance and repair to Park facilities.

REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to deal tactfully and effectively with the public.
- Knowledge of basic clerical procedures such as collecting fees, keeping records, making reservations and answering questions.
- Knowledge of basic computations.
- Knowledge of Park trails, distances to Park facilities, camping areas and the reservation system.
- Ability to communicate effectively orally.
- Ability to operate a two-way radio.
- Ability to recognize emergencies and report them.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and some public contact work experience.

HOUSING INFORMATION: Housing is provided at no cost to the employee, this is generally a simple camp **which will be shared with other employees, staff and occasional volunteers;** and which may or may not be at the actual work site. The employee furnishes his/her own food and propane. (Propane available through the Park.)