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STATE OF NEVADA



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DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF STATE PARKS

SEASONAL PARK AID II (01.955)

Description:

Under the supervision of higher level Parks staff, seasonal Park Aid II positions perform routine custodial and general facility and grounds maintenance, assist visitors and furnish them with information concerning park facilities, policies, rules and fees, and assist with educational programs and displays. Collect park user fees and make change as necessary; issue permits; prepare routine reports and maintain records as assigned. Organize cleaning supplies; prepare and monitor inventory lists; record supplies used and report shortages to supervisor to ensure adequate inventory. Perform routine preventive maintenance on park vehicles and equipment; check fluid levels; clean and wax vehicles as needed; and report malfunctions and problems.

Some incumbents may primarily work in the gift shop, fee booth, aquatic invasive species program or weed abatement program.

Position Locations:

26 staffed State parks are located within four regions statewide.

Lake Tahoe:

Lake Tahoe NV State Park, P.O. Box 6116, Incline Village, NV 89452.

Phone: 775-831-0494 E-mail: ltensp@parks.nv.gov

Parks:

Sand Harbor – Incline Village

Spooner Lake – Incline Village

Cave Rock – Zephyr Cove

Van Sickle Bi-State Park – South Lake Tahoe

Western Region:

Western Region Headquarters, 16799 Lahontan Dam, Fallon, NV 89406.

Phone: 775-867-3001 E-mail: mcalmese@parks.nv.gov

Parks:

Berlin-Ichthyosaur State Park – Austin

Washoe Lake State Park – Carson City

Mormon Station State Historic Park – Genoa

Dayton State Park – Dayton

Fort Churchill State Historic Park – Silver Springs

Lahontan State Recreation Area – Silver Springs/Fallon

Rye Patch State Recreation Area – Lovelock/Imlay

Walker River State Recreation Area – Yerington

Southern Region:

Southern Region Headquarters, 4747 Vegas Dr., Las Vegas, NV 89108.

Phone: 702-486-5125/6 E-mail: LVRegionHQ@parks.nv.gov

Parks:

Spring Mountain Ranch State Park – Blue Diamond/Las Vegas

The Old Las Vegas Mormon Fort State Historic Park – Las Vegas

Ice Age Fossils – Las Vegas

Valley of Fire State Park – Overton

Big Bend of the Colorado State Recreation Area – Laughlin

Eastern Region:

Eastern Region Headquarters, P.O. Box 176, Panaca, NV 89042.

Phone: 775-728-4467 E-mail: ctingey@parks.nv.gov

Parks:

Beaver Dam State Park – Caliente

Kershaw Ryan State Park – Caliente

Cathedral Gorge State Park – Panaca

Echo Canyon State Park – Pioche

Spring Valley State Park – Pioche

South Fork State Recreation Area – Elko

Wild Horse State Recreation Area – Elko

Cave Lake State Park – Ely

Ward Charcoal Ovens State Historic Park – Ely

Education and Experience:

Graduation from high school or equivalent education and six months of experience in a park, zoo, museum, interpretive visitor center or closely related setting **OR** six months experience as a Park Aid I in Nevada State service.

Special Requirement:

A valid driver's license is required at the time of appointment and as a condition of continuing employment.

Incumbents must possess excellent customer service skills.

Salary:

Pay Grade 21 – Approximate Hourly Salary \$13.96

Positions are seasonal full time and/or part-time. Hours and length of employment will vary by park and position, but will not exceed 9 months.

To Apply:

Interested persons may submit a copy of their completed NVAPPS applicant profile directly to the Region or State Park where they are interested in working. Selected applicants will be contacted for interviews as vacancies occur. Please indicate on your applicant profile what Region, State Park(s) and position you are applying for.

The NVAPPS applicant profile can be completed on the following website:

http://nvjobs.nv.gov/Jobs/Current_State_Job_Openings/ by clicking on the “How to Apply” tab and then clicking on “Getting Started: How to Create an Account and Complete your Profile in NVAPPS.”

<http://hr.nv.gov/uploadedFiles/hrnv.gov/Content/Services/NVAppsInstructionsPage.pdf>

Do not apply online for these positions.

Applications will be retained for six months from date of submittal.