COMMONWEALTH OF KENTUCKY
JOB CLASS SPECIFICATION

PARK DESK CLERK

Job Number: 20000541

Job Code: 15090V151201

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 08	Salary (MIN - MID):	**Special Entrance Rate:**
	$10.204-$13.517 - Hourly	**NONE**
	$1,658.16-$2,196.52 - 37.5 Hr. Monthly Salary	**NONE**
	$1,768.70-$2,342.96 - 40 Hr. Monthly Salary	**NONE**

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: http://www.lrc.ky.gov/kar/101/001/325.htm.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs the duties involved in the operation of a park front desk; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.)**:**

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives, confirms and cancels reservations of guests at a park's accommodation facility. Registers and checks out guests.

Receives and posts charges to guest accounts. Prepares guest portfolios. Operates telephone system(s). Notifies other park operations of arrivals, departures, reservations and other services needed. Audits charges and accounts and prepares reports of a front desk operation. Performs clerical work. Provides other services necessary to the performance of front desk duties such as special problems or services and public relations.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed indoors in a state park setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.