



## PARK RANGER ASSISTANT

8433

### CLASS CONCEPT

Park Ranger Assistants typically perform basic tasks in a single area of park operations (e.g., janitorial work, landscape maintenance, interpretation or visitor services), although some positions will require performing tasks in a variety of areas. This work assists year-round State Park staff in the protection, maintenance, operation and repair of state park lands, natural and cultural resources, structures, facilities, equipment and systems. Some work may require the most elementary skills in building trades including carpentry, electrical, plumbing, painting and landscape maintenance. In addition, specialized skills in basic park maintenance and operations may be required.

Park Ranger Assistants attempt to generate voluntary compliance of park area rules through the use of education and advisement; provide information and resource interpretation to park visitors and others; assist in the collection and processing of fees and charges through computerized registration programs.

Park Ranger Assistants, on a task specific basis, guide the work of individuals or teams composed of volunteers, seasonal, and/or temporary state park employees.

Work is done primarily in the out-of-doors, in all weather conditions; it may be performed at night and on weekends and holidays.

### DISTINGUISHING FEATURES

This is a single classification and not presently part of a series.

### MINIMUM QUALIFICATIONS & SKILLS

**Park Ranger Assistant:** Six months of experience (paid or unpaid) performing public contact or customer service duties (e.g. Teacher, Customer Service Representative, Salesperson, Receptionist, etc.) and/or maintenance experience (construction trades, landscaping, custodial, etc.); OR six months of college in any discipline (24 quarter hours/16 semester hours); list hours under Education/Training History of the PD34 application.

#### **SKILL:**

- Skill in listening to what people say and asking appropriate questions to obtain needed information.
- Skill in providing factual information based on observation, knowledge and understanding.
- Skill in common courtesy while communicating with others.
- Skill in maintaining composure during emergency or emotionally charged situations.
- Skill in the use of a personal computer.

In addition, some or all of the following skills may be required for specific positions:

#### Interpretation

- Skill in developing and delivering basic resource interpretation presentations.

#### Visitor Services

- Skill in providing people with rule information and asking for compliance.
- Skill in using computerized registration equipment and programs.
- Skill in making change and preparing simple cash reconciliation reports.

#### Operation and Maintenance

- Skill in the safe use of tools, material and equipment associated with landscape and building maintenance.
- Skill in assisting with the performance of basic plumbing, carpentry, painting, groundskeeping tasks.

#### Resource Conservation

- Skill in assisting with work related to the conservation, preservation and rehabilitation of natural, archaeological, cultural or historic resources.

**Licenses and Certifications:** A valid Oregon Driver's License is required. Standard First Aid and CPR, OPRD Chainsaw Operator, Basic Interpreter certifications may be required.

### **DISTINGUISHING FEATURES FROM SIMILAR SERIES**

#### **Park Ranger**

The Park Ranger is a position whose duties encompass all aspects of park maintenance and operations. In all cases, the skill levels required of a Park Ranger are significantly higher than for a Park Ranger Assistant, especially in the areas of park maintenance and operations and visitor services, including rule compliance and resource interpretation.

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Revised

STATE OF OREGON  
Dept. of Administrative Services  
Human Resource Services Division