



Revision Date: July 13, 2016

Job Title: Trail Permit and Information Assistant

Supervisor: Trail Information Specialist

F.L.S.A.: Non-Exempt

Summary - The Trail Permit and Information Assistant's primary job responsibility will be to track and fulfill trail user permit requests. Additional duties will include answering trail related inquiries and supporting the trail's users. The position requires the ability to work independently and as a team player. This position is a part-time position.

Essential job functions and tasks are:

- Ensure that all permit requests are responded to in a timely manner
- Track permit requests in the Raiser's Edge database
- Fulfill permit requests on a weekly basis
- Provide hiking, backpacking and horseback riding information
- Other duties as assigned

Education and Training:

- High school diploma required
- Some college preferred

Experience and Qualifications:

Required

- Hiking and backpacking experience
- Strong computer literacy
- Experience with Adobe Acrobat, Microsoft Office
- Consistent and accurate data entry skills
- Good communication skills
- Ability to prioritize and work in a fast-paced environment
- Ability to work independently and as a team player

Desirable

- Experience with Raiser's Edge database software or similar database
- Sense of humor

Physical Requirements:

- The ability to sit for several hours at a time.



Trail Permit and Information Assistant continued

Typical Working Conditions:

Trail Permit and Information Assistant will work in the PCTA headquarters, currently located in Sacramento, under the supervision of the Trail Information Specialist. Most duties will be performed in the office.

Equipment Used:

The Trail Permit and Information Assistant will work at a desk with a desktop computer, necessary computer peripherals and other common office equipment.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____