



Revision Date: December 16, 2013

Job Title: Trail Permit Assistant

Supervisor: Trail Information Specialist

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

Summary - The Trail Permit Assistant's primary job responsibility will be to track and fulfill trail user permit requests on a weekly basis. The position requires the ability to work independently and as a team player. This position is a part-time, temporary position.

Essential job functions and tasks are:

- Ensure that all permit requests are responded to within one week of the date received
- Track permit requests in the Raiser's Edge database
- Fulfill permit requests on a weekly basis
- Other duties as assigned

Education and Training:

- High school diploma required
- Some college preferred

Experience and Qualifications:

Required

- Strong computer literacy
- Experience with Microsoft Office and Excel
- 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
- Ability to work with volunteers

Desirable

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

Physical Requirements:

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



Trail Permit Assistant continued

Typical Working Conditions:

The Trail Permit 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 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 _____