



Seasonal Clerk

Camping Reservation Clerk

The incumbent of this position is responsible for maintaining the campground reservation system and a variety of clerical duties at forest and park facilities.

RESPONSIBILITIES:

Under the direct supervision of the facility supervisor and/or designee, the following are some anticipated duties and responsibilities:

Operates the camper reservation / registration system. Includes the acceptance of camping fees, issuing receipts, and crediting individual reservation accounts.

Accepts reservations by phone, mail, or in person and enters the reservations into a computerized reservation management system.

Confirms reservation by accepting necessary fees, completing the required forms and notifying recipient through the mail.

Tracks cash receipts and reports on deposits resulting from reservations.

Responsible for the daily back-up of the camper registration system.

Responsible for the daily reconciliation of receipts generated from the camping reservation system and the depositing of funds.

Prepares reports generated by the Reserve America; and other duties as required.

PREFERRED QUALIFICATIONS:

Ability to become sufficiently familiar with camping, the campground, and the reservable campsites within the park to make appropriate decisions concerning placement of reservations according to equipment types and customer needs.

Ability to communicate effectively in writing and in person as each reservation requires both phone and written communications.

Ability to maintain accurate records.

Ability to perform mathematical calculations with accuracy.

Previous computer experience preferred.

Knowledge of clerical office practices and procedures including office record keeping, office correspondence control, the types and uses of office equipment and supplies and business letter preparation.

An application must be completed prior to interview.

The incumbent will work at either the park headquarters or the visitor contact station.

Salary is \$962.77 bi-weekly

TO APPLY:

Please visit the State's Commonwealth Employment Opportunities (CEO) website for available positions and locations www.mass.gov/ceo

www.mass.gov/dcr/employment.htm

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