



## TILLAMOOK COUNTY EMPLOYMENT OPPORTUNITY

Job Number 10-002

OPENING DATE: February 8, 2010

CLOSING DATE: February 26, 2010

Land of Cheese, Trees and Ocean Breeze

<b>JOB TITLE:</b>	<u>Park Fee Collector/Courier</u>	<b>DEPARTMENT:</b>	<u>Parks</u>
<b>SALARY RANGE:</b>	<u>\$10.46-13.34/hr.</u>	<b>UNION AFFILIATION:</b>	<u>None</u>
<b>WORK SCHEDULE:</b>	<u>Varies</u>	<b>TOTAL HOURS PER WEEK:</b>	<u>Varies</u>

**This is a seasonal position and will not exceed 10/31/10.**

### **CURRENT DMV RECORD MUST ACCOMPANY APPLICATION**

#### **PARK FEE COLLECTOR RESPONSIBILITIES:**

The Park Fee Collector performs duties associated with registering park guests, make reservations and tallying of park registration fees. A considerable amount of driving may be necessary. Other related park labor duties may be required. The Courier position is responsible for collecting fees from outlying campgrounds and makes deposits and/or deliveries to Barview Jetty Campground 3 days per week.

#### **PARK FEE COLLECTOR REQUIREMENTS:**

Sufficient education, experience and/or training to demonstrate the ability to read and write and perform the duties of the position. Possession of a valid Oregon driver's license and a satisfactory driving record. Successful applicants will be required to pass a pre-employment drug screening and background check. Must be 18 years of age or older.

Knowledge: Knowledge of Parks Department procedures and policies. Basic knowledge of general office practices and procedures including, answering phones, filing, word processing and record keeping.

Skills: Skill in the operation of various software systems in word processing such as MS Word, Excel. Knowledge of Digital Rez reservation system preferred by not required.

Abilities: Able to perform arithmetical calculations rapidly and accurately. Able to handle money (making change, balancing receipts, etc.). Able to perform general office/clerical tasks and follow established procedures. Able to meet and deal with the public in a cordial manner. Able to work a flexible work schedule. Able to perform limited manual labor.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Work is performed in an outdoor environment in all types of weather, and may require bending, climbing, gripping with hands and fingers, hearing voice conversation, walking, standing and stooping. Can involve lifting up to 50 pounds, operating power tools and light equipment with common exposure to paints and chemicals, pulling, pushing, and shoveling.

### **HOW TO APPLY**

Obtain an application from the Tillamook County Office of Personnel, (503) 842-3418, 201 Laurel Avenue, Tillamook, OR 97141; the State Employment Department Office, 3600 East Third Street, Tillamook, OR 97141; or at our website: [www.co.tillamook.or.us](http://www.co.tillamook.or.us) Completed applications must be submitted to the Personnel Office by 5:00 p.m. on the closing date (postmark accepted). Applications returned by FAX or e-mail will not be considered. Only fully completed applications with an original signature and date will be considered. Any required documents must accompany your application. Your application must stand alone; resumes are optional, and do not replace the County application form.

### **ACCOMMODATION**

Applicants who have a disability that requires a reasonable accommodation in the interview and selection process are encouraged to contact the Personnel Office as listed above. The TDD for the County is the Oregon Relay Service, 800-877-8801.

### **SELECTION PROCESS**

Following the closing date of this Recruitment, you will hear from us by mail. If you are selected as a candidate for an interview, we will contact you to arrange a date and time. We want to ensure that we hire the best possible staff for our County Team because we believe that people are our most valuable asset!

### **ELIGIBILITY**

Under the provisions of the Immigration Reform and Control Act of 1986, Tillamook County requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

## **TILLAMOOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Tillamook County is a General Law County organized in 1853. Located on the North Oregon Coast, it has a population of 24,000. Tillamook is the home of world famous Tillamook cheese, and the dairy industry is a major player in the local economy. Other major industries include forest products, fishing and tourism. Tillamook County is comprised of 75 miles of scenic coastline, four bays and five major rivers surrounded by the majestic Coast Range. Tillamook, the County seat, is located only 75 miles from the cultural and entertainment amenities of Portland. Tillamook County has a workforce of approximately 275 employees represented by two bargaining units.