Southern Nevada Conservancy
Position Description

Job Title: Fee Booth Collection Agent
Department: Fee Booth
Reports To: Fee Station Manager
FLSA: Non-Exempt Part time

Purpose
Greet visitors entering the National Conservation Area and collect proper fees.

Essential Duties and Responsibilities
Report to work in a timely manner and in proper uniform attire.

Greet the visitor – give directions to the Visitor Center and Scenic Drive.

Be familiar with opening and closing procedures.

Have a thorough knowledge of Red Rock Canyon NCA’s fee structure, including daily entry (cars, buses, motorcycles, bicycles, and pedestrians), passes (Red Rock Canyon annual pass and all the America the Beautiful passes) and Special Recreation Permit fees.

Determine type of entry fee that will best suit the visitor’s needs, ringing the transaction in a cash register.

Offer information on the different passes, record sales, and hand out passes.

Record permittee entries.

Accept cash, making correct change as necessary, credit cards and checks based on standard procedures.

Maintain security of funds and booth at all times

Be aware of road and weather conditions, availability of campgrounds and other points of interest in and around Red Rock Canyon. Be brief and courteous.

Keep work area neat and clean.

Other duties as assigned to support fee collection and visitor services.
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Qualifications
To perform this job successfully, an individual must be able to perform each essential
duty satisfactorily. Pass required Federal Background check. Reasonable
accommodations will be available to enable individuals with disabilities to perform the
essential functions.

Education and/or Experience
High school diploma plus relevant experience. Knowledge of principles and processes
for providing customer service. This includes customer needs assessment and meeting
quality standards for services.

Language Skills
Must be able to read, speak, write and communicate in English effectively. Listen to
what other people are saying, taking time to understand the points being made, asking
questions as appropriate, and not interrupting at inappropriate times.

Mathematical Skills
Basic math skills required. Precision in change making and reporting is essential.

Physical Demands
Must be able to lift up to 30 pounds. Must be able to stand for long periods of time.
Must be organized, efficient and work at a reasonable pace. Must have the ability to
think clearly, make reasonable decisions and be responsible for all aspects of the position.

Hours
Hours of operations for the National Conservation Area vary and are set by the BLM.
Applicant must be willing to work weekends, holidays and within the hours below.

Scenic Drive and Fee Collection Hours: 7 days per week / 365 days per year
November 1 to February 28 – 6:00AM to 5:00PM
March 1 to March 31 – 6:00AM to 7:00PM
April 1 to September 30 – 6:00AM to 8:00PM
October 1 to October 31 – 6:00AM to 7:00PM

Visitor Center Daily Hours: 8:00AM to 4:30PM
To apply, please submit resume to Teresa Moats  tmoats@snconservancy.org