

Department: All Divisions

SPEC DISK H4

Classification: Labor

DOCUMENT 3

Grade:

TOURIST AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for promoting and providing tourism information about the geographical area to tourists where the position exists. The work is performed under direct supervision. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Answers verbal and written inquiries from tourists pertaining to area;
Promotes tourism in area by answering verbal questions, correspondence and telephone inquiries regarding tourism and recreation activities of the area;
Provides directions utilizing road maps;
May man information booth during specified hours.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tourist attractions in area; good knowledge of services available for tourists; working knowledge of road map reading;
ability to answer verbal questions, correspondence and telephone inquiries regarding tourism and recreation activities of the area; tact; neat appearance;
ability to communicate effectively;
physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

None are required.