

Seasonal Office Clerk Job Description

Fenton Lake State Park

****Seasonal Positions are a six-month term****

- Assist park staff in the general operation of the office
- Answer telephones
- Distribute maps and brochures.
- Provide information services to visitors regarding use of facilities, fee payment, permits and campground regulations.
- Assist park staff at entrance station/pay booth
- Collecting fees
- Selling passes
- Assist with the reservation procedures and system
- Counting money for deposit
- File management and organization
- Other duties may include checking comfort stations for cleanliness and supplies, litter pickup, weed control, facilities clean up, and assisting seasonal laborers when necessary.
- May be asked to drive a state vehicle (once the park manager has obtained permission from the General Services Department, and if possessing a valid NM Driver's License after successfully completing the nationally approved Defensive Driving Course).
- Duties are subject to change based on the park's specific needs
- Seasonal Staff shall not perform any duties, which the public may construe as law enforcement.

General Qualifications or Special Skills:

Willingness to work with staff, volunteers and park visitors. Must maintain a positive image when dealing with the public. Must be able to count money and give change. Must be able to give directions and communicate well with others. Responsible for providing information on the park, facilities, fee structure and state park system to visitors.

If you have any questions, please reach out to Park Manager James Mayers via email at james.mayers@emnrd.nm.gov or at the park by phone (575) 829-3630, if the phone isn't answered please leave a message with your name and phone number and we will return your call.

If you are interested in applying for this position, please complete the application provided below and email that and/or a resume to the address listed above for the Park Manager.

We're tentatively planning on starting our seasonal staff March 14th 2026.

Seasonal Job Application

Name (Last, First) _____

Address			Position# applying for	Date / /
City	State	Zip	NM Driver's License? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Telephone Number ()			HS Grad or GED? <input type="checkbox"/> YES <input type="checkbox"/> NO Education (Highest level completed) =	

1. Are you willing to accept part-time employment? YES NO
2. Are you willing to accept temporary employment? YES NO
3. Are you a Veteran? YES NO
 _____ Attach DD214
4. Have you previously worked for the State of NM? YES NO
 (If yes, give latest date and agency) _____
5. Indicate in appropriate box if you:

English.....	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE
Spanish.....	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE
Other _____	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE

EXPERIENCE: (Begin with present or most recent)

DATES Month & Year	EMPLOYERS' NAME & ADDRESS	Supervisor Name/Phone	May we contact your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO
From:			Title of Position:
To:			Duties:
Reason for Leaving:			
From:			Title of Position:
To:			Duties:
Reason for Leaving:			
From:			Title of Position:
To:			Duties:
Reason for Leaving:			

I hereby certify that all statements made are true and complete to the best of my knowledge. I understand that any misrepresentation of fact will forfeit my rights to employment with the State of New Mexico.

Applicant Signature: _____

Date: _____