

Fee Collector (Seasonal)

Tracking Code 1685

Job Location CJ Strike, near Mountain Home, ID

End Date October 31, 2012 (approximate)

Salary \$11.99 – 14.17 (non-exempt)

Application Deadline 2/9/2012 (5:00 p.m. MST)

Job Description

Under limited supervision or working independently, collects and accounts for park fees, and monitors vehicle registration in the parks. Reports violations of established rules to the Park Coordinator. Works diplomatically with the public, Park Groundskeepers, Park Coordinators, and Camp Hosts. Acts as a liaison between the public and Idaho Power Company.

Note: This opening is for a temporary, seasonal Fee Collector position which resumes annually during our regular park season (typically between April and October) No housing or relocation benefits will be provided for this position.

Required Skills

Knowledge of: English grammar; basic arithmetic; standard office practices, procedures and equipment.

Skills in: The use of personal computers and tablets, as well as associated software such as MS Office and Windows based applications; solid data entry and data tracking/editing skills.

Ability to: Operate office machine, follow detailed protocols; work independently and as part of a team in completing assigned tasks; work weekends and holidays when scheduled; work weekends during the summer shift schedule, with days off during the week.

Required Experience

MINIMUM REQUIREMENTS

Education: High school diploma or GED.

Experience: Six months to one year experience using Microsoft Office and Windows based applications. **Prefer** prior experience working with the public, and experience working outdoors.

Licenses: Valid driver's license with acceptable driving record according to driving requirements of the position.

Competencies

Safety Awareness, Decision Making, Building Customer Loyalty, Adaptability, Communication, Contributing to Team Success, Managing Work (includes Time Management), Initiating Action, Building Strategic Working Relationships, and Energy.

Additional Requirements

Must be able to work weekends and holidays when scheduled, and work weekends during the summer shift schedule, with days off during the week.

To be considered for this position, please visit our website at www.idahopower.com/careers and complete our online application.

If you have questions, or require assistance or accommodation to complete the online application, please contact us at:

Phone: (208) 388-2965 or **E-mail:** jobs@idahopower.com

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