



Kay Ivey
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES

Gulf State Park
20115 State Highway 135
Gulf Shores, Alabama 36542
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www.alapark.com



Christopher M. Blankenship
COMMISSIONER

Edward F. Poolos
DEPUTY COMMISSIONER

Gregory M. Lein
DIRECTOR

Office Clerk/Courier

The Office Clerk/Courier position performs a variety of back-office related tasks that support all other Facilities of Gulf State Park. Reporting to the Accountant, the Office Clerk/Courier will work closely with Accounting and Park Headquarters staff to ensure all required tasks are completed on a timely basis and that assigned Park assets are adequately protected.

Essential duties and responsibilities:

- Review and process invoices into the Alabama STAARS system
- Perform daily cash count and balancing routines, deliver currency and correspondence to Park facilities, and prepare and make deposits at the Bank
- Assist in performing physical inventories
- Assist in preparing financial and other reports submitted to Montgomery
- Perform cash counts at Park facilities
- Pick up money from the Campstore Laundry washing machines and dryers and replenish the Laundry's change machine

Knowledge, skills and abilities:

- Basic knowledge and experience in Microsoft Office applications
- Ability to learn other computer-based applications and programs
- Basic arithmetic and cash handling skills
- Ability to exercise sound judgment and discretion in interpreting and applying DCNR and Gulf State Park policies and procedures

Required education and experience:

A High School Diploma or GED. Competitive applicants will have prior experience working with personal computers and cash.

Additional information:

While performing the duties for this job, the employee works indoors in an air-conditioned environment and drives a State vehicle. The employee is occasionally exposed to wet and/or humid conditions when delivering currency and correspondence to various Park locations.

This is a full-time (40 hours) position. The work schedule for this position is generally Monday through Friday 7:00 AM to 3:00 PM, working every fourth weekend. Occasionally, the schedule may vary if a situation warrants it.

If interested, please send a resume to Nicole Cabarrubia (Nicole.Cabarrubia@dcnr.alabama.gov)

Link to Gulf State Park Application:

<https://www.alapark.com/sites/default/files/2019-08/State%20App%20for%20Gulf%202.pdf>