

**TOURIST GUIDE****Nature of Work**

Under general supervision, at the full-performance level, greets and assists tourists at the state Visitor Information Centers and conducts tours of prominent tourist attractions in the state. Performs related work as required.

**Examples of Work**

Greets and assists tourists by providing maps, literature and information on tourist attractions, accommodations, routes and driving time.

Makes lodging reservations for tourists at motels and campgrounds using lodging and camping directories.

Recommends tourist attractions and points of interest in the state to tourists.

Conducts tours of prominent tourist attractions, narrates history of the state.

Prepares simple records of maps and literature used and counts visitors stopping at the information centers and tourist attractions.

Assists tourists in emergencies such as mechanical trouble and illness.

Works with cleaning staff and vending machine staff; handles literature deliveries from carriers; may take and pick up mail and boxes in personal vehicle.

May be required to work alone at Interstate Center.

**Knowledge, Skills and Abilities**

Ability to interact courteously with tourists.

Ability to follow oral and written instructions.

Ability to conduct tours of prominent tourist attractions and narrate historical information.

Ability to keep records.

Ability to read road maps.

**Minimum Qualifications**

TRAINING Graduation from a standard four-year high school or the equivalent.

Established: 6/24/93

Revised: 5/16/94

Effective: 5/16/94