



Orange County Cemetery District Job Description

Job Details	
Job Title	Secretary
Reports To	General Manager
Salary Grade	\$3,399-\$4,460
FLSA Status	Non-Exempt
Effective	July 2016

Summary
Describes the major purpose of this position and its role in the department and/or organization.
Provides administrative support to the General Manager, Assistant to the General Manager, Cemetery Managers, and serves as Board Secretary.

Essential Functions
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Duties and Responsibilities**
1. Answers phone calls and e-mails, responds to questions, complaints and requests for maintenance from the public and vendors who come to, or contact, the Cemetery Office. Schedules appointments and greets families coming for appointments. Accepts payments and enters into system. Distributes mail.
 2. Board Secretary Functions: Takes and drafts meeting minutes for regular Board Meetings and Committee Meetings. Drafts agenda, proofreads and assembles agenda packets, post agendas per the Brown Act. Schedules travel arrangements for Board members and General Manager. Maintains District Calendar.
 3. Reviews deposits for accuracy.
 4. Creates monthly activity report of Interment services and interment space sales.
 5. Drafts newsletter, keeps District literature up to date (brochures, price lists, maps, lists of mortuaries and marker companies, on-call emergency schedule, etc.), updates website with current events, news and services.
 6. Coordinate Special Programs at cemetery sites.
 7. Issues Certificate of Interment Rights and cross checks data on burial permits with system records.



Orange County Cemetery District Job Description

- 8. Issues past due notices to delinquent contracts.
- 9. Performs other miscellaneous administrative projects as assigned by General Manager or Assistant to GM. (e.g., Edit Personnel Manual, etc.)
- 10. Fills in for the Assistant to General Manager when unavailable or absent.
- 11. Adheres to District policy and procedures and the California Health & Safety Code.
- 12. May be required to perform other related duties as assigned by management.

Job Requirements

Requirements for the satisfactory performance of each task.

Education	
<i>Describes the minimum education and training needed to perform this job.</i>	
Required	High School Diploma (or GED)
Preferred	Associate's Degree (AA) or equivalent college coursework in a related field

Work Experience	
<i>Describes the type and minimum years of applicable previous work experience required to perform the job.</i>	
Required	At least three (3) years of secretarial/administrative office work experience which includes taking meeting minutes
Preferred	Previous work experience in an administrative position supporting a mortuary or cemetery office.

Licenses, Registration or Certification	
<i>Licenses, registrations or certifications required to perform this job</i>	
Required	None
Preferred	Certificate in secretarial services or office administration

Supervision / Direction Received
Typically works on routine regular work assignments and checks with supervisor on non-routine assignments or when in doubt as to the correct procedures to follow.

Supervisory Responsibilities	
<i>Check the appropriate answer and provide information as needed.</i>	
Does this position directly supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Job titles of supervised positions:	n/a



Orange County Cemetery District Job Description

Physical Factors				
<i>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
	Continually 6+ Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing			X	
Walking			X	
Sitting	X			
Pushing/Pulling			X	
Climbing				X
Twisting			x	
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	
Repetitive Movements				X
Crawling				X
Reaching			X	
Talking		X		
Hearing		X		
Reading		X		
Writing		X		
Filing		X		
Typing		X		
Lifting/Carrying				
0-25 lbs			X	
25-50 lbs				X
Over 50 lbs				X
WORK ENVIRONMENT				
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
Office working environment	X			
Exposure to dust, fumes, chemicals				X
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions				X
Exposure to loud noise			X	
Vibration/Impact				X
Heights				X
Risk of electrical shock				X



Orange County Cemetery District Job Description

Knowledge, Skills and Abilities

Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position?

- Good organizational skills and attentiveness to details
- Good listening and communication skills
- Good writing skills
- Working skill in using the English language and using correct grammar.
- Working skill in using a computer
- Working skill in editing and proofreading
- Working knowledge of Outlook, Word, Excel, PowerPoint, and Publisher
- Basic knowledge of parliamentary procedures
- Basic knowledge of cemetery district
- Basic knowledge of the cemetery and mortuary industry
- Basic knowledge of bookkeeping, human resources, and office practices
- Basic math skills
- Ability to empathize with the emotional state of others
- Ability to use a pleasant phone voice and perform in a professional manner
- Ability to show patience with those who are angry or upset when they have complaints
- Ability to learn basic knowledge of the Brown Act.
- Ability to be a team player (willingness to help wherever needed)
- Ability to multi-task.