

Uintah County

Job Description



Title:	Cemetery Assistant	Code:	537
Division:	Operations	Effective Date:	4/07
Department:	Cemetery	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	16

GENERAL PURPOSE

Performs a variety of **working level clerical duties** designed to expedite all phases of cemetery operations, such as burials, lot sales, and other obligations related to the cemetery department. Performs a variety of **entry level, field maintenance and operations duties** as needed to perform all phases of cemetery operations

SUPERVISION RECEIVED

Works under close to general supervision of the Cemetery Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs various field duties such as mowing and trimming of grass, removal of weeds, pruning and care of trees and shrubs.

Assists in the operation of light and medium equipment; assists with interments, disinterments and reinterments when necessary.

Assists with funerals by directing procession.

Operates a variety of equipment including dump truck, lawn mowers, snow blowers, weed eaters, etc.

Performs mowing and watering of cemetery turf; carries out supplemental irrigation to sustain or force growth.

Performs seasonal duties such as snow removal, snow plowing, etc.; operates equipment to perform maintenance functions as needed.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. One (1) year of general work experience related to;
- OR
- C. A combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of computer assisted management information systems; basic budgeting and fiscal control methods; various PC software applications such as spreadsheet, database, word processing, etc.; general office management and practices; recording and filing procedures and methodologies; the operation of standard office equipment; basic mathematics; basic public relations and interpersonal communication skills; equipment such as dump truck, mowers, tractor, etc.; hazards and related safety precautions associated with equipment operations.

Skill in the operation of computer terminal and data entry equipment. Operates personal computer and various software applications for word processing, financial accounting systems, cemetery database and spreadsheet information; accesses e-mail program.

Skill in the operation of various types of light and medium equipment.

Ability to communicate effectively, verbally and in writing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls for the vast majority of the time. Other tasks may require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and guided problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)