



Job Title	Cemetery Specialist	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	14014

Class Specification – Cemetery Specialist

Summary Statement:	
The purpose of this position is to ensure all cemetery interment records, ownership rights, permits, documentation, and contracts are properly managed and preserved; and serve as the IT coordinator for the cemetery record management system. In the absence of the Cemetery Operations Administrator this position may have supervisory authority.	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Works with bereaved families, funeral homes, and monument companies to coordinate burials and inurnments; sells of cemetery products and services; prepares and processes invoices; VISA bill management; generates revenue and expense reports; and tracks and maintains all cemetery accounts receivable and payable.
45%	Coordinates with IT and cemetery software provider to maintain, run, and update systems; trains staff on computer management system; human resources coordinator for the cemetery; and oversees cemetery records and management of cemetery records and ownership rights.
5%	Assumes supervisory duties in absence of Cemetery Operations Administrator.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	



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Writing: Basic: Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required: Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Some cemetery experience is desirable.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:
Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:
This job title has no budgetary/fiscal responsibility. May recommend budget allocations.



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Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Month
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.
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Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: September 2014