

SOLANO CEMETERY DISTRICT



Office Assistant

Job description

DEFINITION: The Office Assistant is responsible for providing administrative support under the general direction of the General Manager. Performing a variety of administrative tasks to ensure that interment services run smoothly and vital information is accurately documented. Completes assigned responsibilities and tasks with moderate supervision.

CHARACTERISTICS OF THE POSITION

This Office Assistant position requires the frequent use of discretion, initiative and independent judgment. Initially under supervision, performs the more routine sales, interment scheduling and administrative support duties. Responsibilities include interacting with the public, funeral directors, state government agencies and representatives of community organizations. As experience is gained, the duties may become more diversified and are performed under less supervision.

EXAMPLES OF DUTIES

The following list is not intended to be all inclusive, as duties will vary depending upon the direction of the General Manager:

1. Performs office administrative duties in support of the General Manager.
2. Assist families with processing necessary sales and interment documents. Coordinate with funeral directors to schedule interment services.
3. Review time cards and prepare time sheets for payroll processing
4. Compose correspondence and reports as needed.
5. Organizes and maintains maps, filing systems and vital statistics records. Participates in inventory control and prepares monthly report.
6. Utilizes computer applications to generate reports, input and retrieve data from on-line and computer systems and remote data base.
7. Receive customer payments, confirming accuracy of receipts and record in cemetery data program.
8. Opens sorts and distributes mail and correspondence.
9. Greets the public, answer phones, assist with questions or directs calls to appropriate staff and schedules appointments. Provides cemetery pricing and rules and regulations using policies and procedures relating to cemetery plots and burials.
10. Assists with a variety of tasks; performs special projects and assignments as requested.
11. Assists other staff assistants as necessary and provides relief in their absence.

QUALIFICATIONS

Knowledge of:

Current office procedures, methods and equipment including business computer user applications.
Principles of business letter writing and basic report preparation techniques.
English usage, spelling, grammar and punctuation.
Working knowledge of Excel, Word & Data Entry, Google Drive.

Skilled in:

Performing a wide variety of administrative support/secretarial services.
Basic knowledge in preparing time sheets for payroll.
Coordinating multiple projects and meeting critical deadlines.
Preparing correspondence and memoranda.
Establishing and maintaining confidential files, records and reports.
Researching, analyzing, compiling and summarizing a variety of materials.
Operating standard office equipment.
Typing at a speed necessary for successful job performance.
Responding to requests and inquiries from the general public.
Learning the organization and function of a public agency.
Learning, interpreting and explaining District policies and procedures.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Ability to work effectively with a wide variety of personalities and situations requiring professionalism, confidentiality and diplomacy.

MINIMUM QUALIFICATIONS

Education:

Minimum of a High School Diploma or Equivalent

Experience

Two (2) years of (full-time equivalent) verifiable office experience
Familiar with payroll concepts
Possess a valid California Class "C" Driver's License and a good driving record

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens

Physical Conditions:

May require maintaining physical condition necessary for walking, standing, sitting for prolonged periods of time and lifting file storage totes.

Ability to lift 25 lbs.

Seven Step Salary Schedule – Established by the Board of Trustees. Annual Salary starting at \$ 48,256.00

At Will Employment: Solano Cemetery District and its employees each have the right to terminate the employment and relationship with or without cause at any time for any reason in accordance with District Policy.