



Administrative Secretary

Public Works/Cemetery

Rate: \$11.21/hour

JOB SUMMARY

This position is responsible for providing secretarial support for cemetery operations.

MAJOR DUTIES

- Answers telephone and greets visitors; provides information and assistance to customers; creates work orders.
- Processes weekly payroll.
- Maintains cemetery records, plot inventory and sales
- Sorts and distributes incoming mail.
- Prepares check requests and purchase orders.
- Receives and maintains Interment and Monument Permits.
- Assist in maintaining records of cemetery budget and related documents.
- Assist in maintaining equipment inventory and fuel reports.
- Takes after hours calls in absence of Cemetery Superintendent
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of city and departmental policies and procedures.
- Knowledge of computers and job-related software programs such as Microsoft Office and ESRI.
- Skill in prioritizing and organizing work.
- Skill in the use of such office equipment as a computer, scanner, fax machine, copier, and two-way radio.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Cemetery Superintendent assigns work in terms of general instructions. The supervisor reviews completed work for compliance with procedures and accuracy, as well as observation of daily activities.

GUIDELINES

Guidelines include following city and department policies, ordinances and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related secretarial duties. Customer visits/calls may contribute to the complexity of the position.
- The purpose of this position is to provide secretarial support to the department. Successful performance helps ensure the efficiency of department operations.

CONTACTS

- Contacts are typically with co-workers, other city employees, customers, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated having had a similar position for one to two years.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER