

City of Marinette Position Description

Current Position Title	Cemetery/Mausoleum Attendant Part-time (19 hours maximum)	Department:	Cemetery
Proposed Position Title:	Cemetery/Mausoleum Attendant	Pay Grade:	FLSA: N
Date:	April 2016	Reports To:	City Clerk

Purpose of Position

The purpose of this position is to serve as an Attendant for the Mausoleum for the City of Marinette.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Attends the office in the mausoleum and greets visitors to the cemetery and mausoleum; answers phones and takes messages; locks and unlocks the mausoleum and sets alarm security systems. Contacts police in emergency situations.
- Directs people and businesses including florists and monument companies to graves and crypts at Forest Home, Woodlawn and Calvary cemeteries. Provides maps of cemeteries as requested.
- Responds to inquiries and questions with information about grave site and crypt locations and owners and assists with genealogical research requests; refers other questions and inquiries to the City Clerk.
- Maintains and updates cemetery and mausoleum files, records and data including new grave marker (headstone) orders.
- Orders memorial engravings, crypt lettering and marble niche plates as required.
- Records and replenishes cemetery and mausoleum supplies inventory.
- Assists City Clerk with sales of memorial items for crypts and niches.
- Assists City Clerk with sales of Cemetery Graves, Crypt and Niche spaces within Forest Home Mausoleum.
- Assists City Clerk with scheduling and recording burials, inurnments and entombments within City owned Cemeteries and Mausoleum.
- Provides light cleaning and janitorial duties in Forest Home Mausoleum on an as needed basis.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with one to two years of responsible clerical/office experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.
- Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.
- Requires the ability to utilize a wide variety of reference data and information such as billings, letters, production orders, operating instructions, schedules and records.
- Ability to communicate effectively with supervisor, cemetery personnel, vault company workers, lot owners, funeral directors, monument companies, florists and the public.

Mathematical Ability

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

- Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.
- Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties that may be subject to frequent change.

Physical Requirements

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer and other office machines, and/or materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as typing.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

The City of Marinette is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date