



City of Tahlequah, Oklahoma Job Description

Job Title: Cemetery Secretary/Recorder

Department: Cemetery

Reports To: Cemetery Superintendent

FLSA Status: Non-Exempt

Grade 2

Summary Performs all clerical and recordkeeping responsibilities for the Tahlequah City Cemetery.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Keeps current accurate records, by various means, of all information relating to the Tahlequah City Cemetery.
2. Answers inquiries relating to the cemetery and cemetery records.
3. Coordinates with funeral homes to insure proper grave site locations.
4. Keeps all files and plat books of the cemetery with as much information as possible.
5. Assists in sales and resales of cemetery lots as necessary. Files deeds with the county clerk and mails copies to owners.
6. Responsible for writing city proclamations.
7. Assists as needed with receptionist's duties.
8. Maintain close communications with your immediate supervisor and develop that working relationship.
9. Work to improve your skills and develop your abilities in your job.
10. Other tasks and duties may be assigned to the employee by the supervisor in charge and/or city administration that are not included in this job description and may or may not be in this department.

Duties and Responsibilities That Specifically Differentiate This Job Level From the Next Lower Job Level in This Department:

Supervisory Responsibilities

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Care and understanding to work with bereaved relatives.
2. Organizational and filing skills
3. An excellent memory is a plus.
4. A natural interest in the city and its history.
5. Self motivated to be able to work individually and cooperative enough to function as part of a team.
6. Ability to establish effective working relationships with fellow employees, supervisors and the general public.

7. Maintain socially accepted standards of speech and appearance while on duty.
8. Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
9. Ability and willingness to perform assigned work in a timely and efficient manner.
10. Must have a clear view of the department's goals and how they mesh with the goals of the city.
11. Ability to deal courteously with the public and successfully interact with other city departments and city administration.

Education and/or Experience

1. High school diploma, or equivalent, is preferable.
2. Two years clerical and filing experience, or an equivalent amount of education and experience to perform the essential responsibilities of the job.

Language Skills

1. Ability to communicate effectively both orally and written with fellow employees, supervisors, and the public.
2. Polite, yet assertive, in communicating with the public, as needed.

Mathematical Skills

Sufficient to timely perform the record keeping, reports, and other calculations required in the department.

Reasoning Ability

1. Recognize unsafe conditions and situations.
2. Must be able to understand both oral and written communications.
3. Must be able to interpret rules, policies and procedures.

Computer Skills

PC skills including word processing and email.

Certificates, Licenses, Registrations

Must possess a valid Oklahoma "Class D" Driver's License and maintain it throughout your employment.

Other Skills and Abilities

Other Qualifications

1. Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
2. Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
3. Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The job involves: Stooping, crouching, reaching, standing, sitting, lifting, fingering, talking, hearing, and repetitive motions are all demanded in the job.
2. The job is considered Light Work to Medium work as the plat books that have to be lifted are rather heavy and bulky.
3. Level One visual acuity is required

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The job is an office job and the worker will be in an office environment most of the time.
2. No known hazards.