



DIOCESE OF JOLIET
JOB DESCRIPTION

TITLE Receptionist/Part-time Cemetery Secretary

AGENCY Catholic Cemeteries

SUPERVISOR Director of Catholic Cemeteries

JOB SUMMARY

The cemetery secretary serves as a general receptionist and performs basic secretarial duties as they pertain to the day to day operation of a catholic cemetery office.

DUTIES & RESPONSIBILITIES

Welcome visitors to the cemetery office and assist them as necessary.

Answer telephone calls in a professional and pleasant manner to handle inquiries from individuals and families contacting the All Saint's Cemetery, Bourbonnais.

Answer telephone calls in a professional and pleasant manner from funeral directors to record burial scheduling on behalf of the families of deceased. Notify the grounds staff and record all necessary information through the established process.

Assist the local Family Service Ministry to schedule appointments for the purchase of graves, markers or crypts and assist with the sale when necessary.

Prepare and process interment and entombment order forms and distribute as assigned.

Update cemetery section maps, lot cards, interment cards per cemetery location

Enter data pertaining to burials and purchases in the location computer.

Contact burial vault companies to order vaults sold per location cemeteries.

Assist in maintaining the Spring/Summer & Fall/Winter Floral programs, prepare the local mailings and record the orders and submit to the central cemetery office in Romeoville. Prepare the orders for the grounds staff for floral placement during the appropriate season of the year.

Assist in accounts receivables for the location cemeteries as needed.

Prepare reports per sales and payments received per location for processing in the central cemetery office in Romeoville.

Order office supplies as directed and when necessary

QUALIFICATIONS

Minimum of High School Graduate. Self-motivated. Basic Bookkeeping Skills and Basic Computer knowledge. Excellent typing, filing and pleasant telephone skills. Good public relations skills. Previous office experience and the ability to operate general office equipment. Office organizational ability and initiative. Ability to function and conduct cemetery office procedures unsupervised at times. A basic understanding of the Catholic Cemetery beliefs and doctrine.

WORKING CONDITIONS

Part-time without benefits. Monday thru Friday