



DIOCESE OF JOLIET

JOB DESCRIPTION

<u>TITLE</u>	Part-time Cemetery Secretary
<u>AGENCY</u>	Catholic Cemeteries Diocese of Joliet
<u>SUPERVISOR</u>	Director of 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 Mt. Olivet Cemetery office, Joliet.

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

Assist the primary administrator of cemetery, Family Service Counselor and Manager of Marketing & Services in duties as assigned.

To adhere to the policies and procedures of employment practices of the Diocese of Joliet.

Other duties as assigned.

QUALIFICATIONS

Bilingual (English/Spanish) Required. 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 (10:00 am – 2:00 pm)