



Twentynine Palms Public Cemetery District

JOB TITLE: Administrative Assistant, Part Time (20 Hours Per Week)

DEPARTMENT: Administration

REPORTS TO: District General Manager

LOCATION: District Office: 5350 Encelia Avenue, Twentynine Palms, CA. 92277 760-399-7578

JOB DESCRIPTION:

The position assists the General Manager with coordinating funeral arrangements, facilitating internment needs, the implementation of standard operating procedures. Duties include, but are not limited to, sales, coordinating internment needs and schedules, administering contracts.

DUTIES AND RESPONSIBILITIES:

- Supports General Manager to ensure all work orders are completed in a timely manner with proper documentation.
- Comply with all District policies, procedures, and applicable federal and state laws.
- Provides a collaborative, productive workplace environment for employee growth and development that instills pride, a sense of ownership, and the challenge to employees to exceed expectations.
- Executes administrative duties including Excellent client relations and communication.
- Completes related duties by communicating with both existing customers and prospective customers; responds to requests for information or proposals; provides detailed information upon request. Follows up to ensure delivery and sufficient depth of reply. Maintaining records of information pertaining to sales and services including Pre-Need contracts.
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- Update district site maps.
- Assists with customer requests and facilitates their activities/arrangements. When necessary, communicates on behalf of the General Manager with other Departments, vendors, and customers. Correspondence with clients, arranging services with the public and funeral directors. Attends Board of Trustee Meetings.

EXPERIENCE:

Computer experience to include Excel, Word, QuickBooks, and a minimum of two (2) years of clerical is preferred. Must have a driver's license issued by the California Department of Motor Vehicles and be insurable by the cemetery insurance carrier. Live Scan fingerprinting and References required.

SALARY AND BENEFITS:

Salary Range: \$18.00 - \$24.00 per hour • Paid National Holidays, Vacation, and Sick Leave Accrual, Retirement Plan, Medical and Dental Reimbursement Plan.