

**Ability to**

1. Maintain confidentiality of data and information
2. Complete variety of tasks concurrently
3. Be respectful
4. Be flexible
5. Work in a team environment

**Physical Requirements**

1. Position involves sitting, standing and/or walking
2. Requires ability to occasionally exert up to 30 pounds of force to move objects
3. Physical agility required moving downward and/or forward by bending legs and spine
4. Physical ability to sustain movements especially of the fingers, wrists, hands or arms
5. Ability to express or exchange information by means of spoken word

These requirements are representative of minimum levels of knowledge, skills and/or abilities. Responsibilities may vary according to projects, cemetery-site activity and size of workforce.

**The Diocese of Reno reserves the right to amend this job description. A revised Job Description supersedes all previous descriptions for the position as a condition for employment. Job Descriptions will be distributed as revised.**

**04/05/17**