

Roman Catholic Diocese of Reno

Job Title: Administrative Assistant/Receptionist
Department: Our Mother of Sorrows Catholic Cemetery
Reports to: Location Manager
FLSA status: Non-Exempt
Current Status:

Job Description:

Administrative Assistant to the Location Manager, and as Receptionist for the main office at the Cemetery.

Duties and Responsibilities:

1. Provides administrative support for the OMOS office to perform a variety of duties that include assisting the Location Manager and Family Service Counselors in serving families that come to or contact the Cemetery to arrange at-need and pre-need burial(s)
2. Greet and direct persons entering the Cemetery office
3. Under general supervision from the Location Manager prepares and processes a variety of documents including burial books, card files, sales maps, receipts and other forms
4. Produces reports from Quick Books as directed by the Location Manager
5. Responds to
 - a. routine letters,
 - b. handles general correspondence,
 - c. maintains monthly and yearly reports,
 - d. orders office supplies,
 - e. maintains the record of the cemetery inventory (graves, crypts and niches),
 - f. oversees that department office equipment is working efficiently, if not contacts computer technician for support
 - g. maintains and updates the location web-site
6. Performs other duties as requested or assigned

Knowledge and Skills

1. Office Administration
2. Computer skills including word processing and spreadsheet programs at a highly proficient level
3. Working knowledge of Microsoft suite of programs
4. Knowledge of data gathering techniques, research, record keeping and reporting
5. Ability to communicate effectively both verbally and in writing (English/Spanish preferred)
6. Knowledge of Departmental Policies and Procedures after three months on the job

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