

**Coachella Valley Public Cemetery District  
Invites applicants for the position of:**



**ADMINISTRATIVE ASSISTANT**

---

**SALARY:**                      Hourly: \$25.51  
   Monthly: \$4,422  
   Annually: \$53,061

**DEPARTMENT:**              Coachella Valley Public Cemetery District

**OPENING DATE:**            01/19/2023

**CLOSING DATE:**             02/09/2023

Are you looking for a career that is fulfilling a critical need on behalf of the community? Are you a self-starter who excels at working with others to provide excellent administrative and support functions? And are you excited to work with a dynamic team? The Coachella Valley Public Cemetery District ("District") is seeking qualified, well-organized, and team-oriented candidates to apply for the position of Administrative Assistant.

**Position Description:**

Under the direction of the Finance Analyst/Clerk of the Board, performs a variety of administrative support duties in the daily operations of the District office, and in assistance to management and operational staff; enters data, composes and prepares a variety of correspondence, records and documents; provides information on District policies and procedures to the public and staff; assists with budgets, contracts, research projects, and special programs; maintains cemetery records; prepares documents to secure necessary authorizations or permits; gathers and files placement documents; receives payments and prepares deposits in approved accounts; performs other duties as assigned.

**The Ideal Candidate Will:**

- Respect and value working in a diverse environment.
- Treat customers with respect, dignity, and empathy.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and customers.
- Maintain the highest level of ethical behavior in all matters.
- Work cooperatively and effectively as a team contributor on all assignments.
- Multitask and work in a fast-paced environment.

## Job Bulletin

- Demonstrate strong attention to detail.
- Have excellent customer service skills; receive the public in person and over the phone using tact and diplomacy.
- Have strong communication skills both in oral and written form to communicate complex ideas and meet constantly changing priorities.
- Be proficient in Microsoft Word, Excel, and Outlook used in current office environments.
- Establish and maintain effective work relationships with those contacted in the performance of their duties.

### Competencies:

- **Attention to Detail** - Accomplishes tasks with thoroughness and accuracy.
- **Communication** - Effectively conveys and exchanges thoughts, opinions, and information verbally and in writing.
- **Customer Service** - Maintains on-going client relationships.
- **Inclusiveness** - Respects and values working in a diverse environment.
- **Initiative** - Assesses and initiates tasks independently.
- **Interpersonal Relations & Skills** - Builds relationships based on mutual trust and respect.
- **Reliability & Commitment** - Shows commitment, dedication, and accountability in one's work, and follows through on all projects, goals, and aspects of one's work.
- **Results Orientation & Execution** - Manages time and priorities effectively.
- **Teamwork** - Works collaboratively with others to achieve a goal.
- **Time Management & Organization** - Plans and executes plans for events, tasks, and processes in an efficient manner.

### About the District:

The District was formed in 1927 under Section 8890 of the California Health and Safety Code. District boundaries include approximately 3,444 square miles. The District has performed over 22,000 interments and set over 15,000 grave markers.

The District is a Special District; a special-purpose governmental unit that exists independent from local governments such as counties and cities. The District is one of over 265 public cemetery districts in California which are supported, in part, by property taxes. A small portion of the property tax revenue that is collected from taxpayers within the Special District is part of the revenue the Cemetery relies on for its annual budget.

The District is governed by a Board of Directors consisting of five Trustees.

### Examples of Duties:

- Screens calls, visitors, and incoming mail; responds to questions, complaints and requests for maintenance from the public and vendors who come to, or contact, the Cemetery Office; provides information to the public, by phone or in person; listens to questions and interprets and applies regulations, policies, procedures, systems, rules,

## Job Bulletin

and precedents according to existing guidelines; responds to staff inquiries and complaints; refers parties to the appropriate District and department source; coordinates or resolves problems of a moderate nature when appropriate.

- Performs various bookkeeping tasks including calculating monies due, collecting, and receipting monies, processing reimbursements, and preparing bank deposits; maintains accurate and up to date data files, records, and logs by utilizing and monitoring various file management systems; reviews deposits for accuracy; creates monthly activity report of Interment services and interment space sales. Issues past due notices to delinquent contracts.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies District and program policies and procedures in determining completeness of applications, records, and files.
- Composes, drafts, edits, and proofreads a variety of complex documents, including forms, memos, administrative, statistical, financial, and staff reports, and correspondence for District and department staff from rough draft, handwritten copy, verbal instructions, or from other material using a computer; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections; provides administrative support to District staff by assisting with duties related to assigned operations.
- Assists and administers District projects and/or programs as assigned by management staff; provides support in a variety of research and department related activities and projects; coordinates Special Programs at cemetery sites.
- Organizes and carries out administrative assignments; gathers, compiles, and organizes information and data from various sources on a variety of specialized topics related to District services and programs; reviews and tabulates standard mathematical and statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Serves as liaison between management and other staff or the public, organizing and implementing activities, resolutions, and information; schedules appointments and greets families coming for appointments; accepts payments and enters into system; distributes mail.
- Maintains calendars and schedules; coordinates meetings, seminars, conference registration, and training sessions for District and department staff; acts as meeting secretary including preparing agendas and informational packets, setting up the room, and taking and transcribing notes or minutes.
- Drafts newsletter. Keeps District literature up to date (brochures, price lists, maps, lists of mortuaries and marker companies, on-call emergency schedule, etc.), updates website with current events, news, and services.
- Monitors and orders office and other related supplies; prepares, processes, and tracks purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for District and department head approval.
- Coordinates and integrates District and department services and activities with external organizations, entities, and agencies.

## Job Bulletin

- Operates a variety of standard office equipment, including computer hardware and software applications, copiers, postage meters, and multi-line telephones.

### Other Duties:

- Performs related duties as assigned.

### Typical Qualifications:

#### **Education:**

High school diploma, or GED equivalent.

#### **Experience:**

Three (3) years of clerical and administrative support work experience.

### Knowledge of:

- Principles and practices of administration, including administrative analysis, fiscal planning and control, and policy and program development.
- Relevant federal, State, and local laws, rules, ordinances, codes, and legislative processes controlling District functions, programs, and operations.
- Computer applications related to work.
- Safe work methods and safety regulations.

### Ability to:

- Collect, organize, and analyze data on a variety of topics.
- Prepare concise and comprehensive reports.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Exercise sound independent judgment.
- Coordinate multiple projects and meet critical deadlines.
- Effectively represent the District's policies, programs, and services.
- Interpret and explain District policies and procedures.
- Provide excellent customer service and resolve public concerns and complaints.
- Skillfully and safely operate a motor vehicle when required in the course of performing work duties.
- Establish and maintain excellent working relationships with District staff and the general public.
- Operate a computer and related software.

### Working Conditions:

- Working Environment - Standard indoor office setting, with the use of standard office equipment, including a computer with normal levels of noise characteristic of an office.

### Physical Demands:

## Job Bulletin

- Ability to read and revise materials both in print and on a computer screen.
- Ability to communicate with coworkers and customers both in person and over the telephone.
- Standing in work areas.
- Walking between work areas and District grounds.
- Ability to access, enter, and retrieve data using a computer keyboard or calculator and operate standard office equipment.
- Bend, stoop, kneel, reach, push, and pull drawers to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects up to 10 pounds.

### Supplemental Information:

#### BENEFITS INFORMATION:

- Cafeteria Plan: \$1,400/month
- Health Insurance: CalPERS Medical
- Dental and Vision Insurance
- Life Insurance
- Section 125 Plan
- Medical/Dependent Care FSA
- Ancillary Benefits: Accident, Cancer, Critical Illness
- Retirement: CalPERS Retirement (Classic 2%@60, PEPRA 2%@62)
- Vacation: 10 days annually
- Sick Leave Accrued: Per California Law. Sick leave accruals are capped at 200 hours.
- Holidays: 14 paid per year
- State Disability Insurance

### Application Process and Procedure:

Applicants must apply by email, submitting a cover letter and resume to [CVPCDJobs@gmail.com](mailto:CVPCDJobs@gmail.com). Materials must be complete and clearly indicate the candidate meets the minimum qualifications.

Incomplete, late, and applications submitted via other methods of delivery are not accepted.

All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list, or discharge from employment.

The deadline to apply is February 9<sup>th</sup>, 2023, at 11:59 PM PST.

### Selection Process and Procedure:

## Job Bulletin

**Appraisal Process** – (Pass/Fail) After the closing deadline, cover letter and resumes will be screened in relation to the criteria indicated in this announcement.

This process may also include various interviews and/or a skills assessment exam to rank applications and to prepare a Qualified Candidate List.

**Application** – Minimum Qualification Assessment - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed and assessed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

**Online Skills Assessment** – (Pass/Fail) An Online Skills Assessment may be used to evaluate candidates' knowledge, skills, and abilities for the position.

**Remote Screen Interview Exam** – (100%) Candidates who pass the application assessment will be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for the week of February 13<sup>th</sup>, 2023.

Qualified candidates will be submitted to the hiring manager for further consideration.

All communication and notices will be sent via e-mail. Additional inquiries about the position may be directed to [CVPCDJobs@gmail.com](mailto:CVPCDJobs@gmail.com).

The Coachella Valley Public Cemetery District is not responsible for failure of internet or email in submitting your application forms. Candidates who may require special assistance in any phase of the application or selection process should advise District management by emailing [CVPCDJobs@gmail.com](mailto:CVPCDJobs@gmail.com).

**Coachella Valley Public Cemetery District is an Equal Opportunity Employer.**