

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



## **ADMINISTRATIVE ASSISTANT CLERK**

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**SALARY:** Hourly: \$20.03

DEPARTMENT: CEMETERY SERVICES

OPENING DATE: 08/18/2025

CLOSING DATE: 09/15/2025

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 customer service? 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 temporary position of Administrative Assistant Clerk.

### **Position Description:**

Under the direct supervision of the Cemetery Services Manager, the Administrative Assistant Clerk provides a wide range of administrative and clerical support; responds to requests for information from the public and District staff by phone, email and walk-in visits; enters data and composes and prepares a variety of correspondence, records and documents; assists with the on-going maintenance of cemetery records; receives payments; performs other duties as assigned.

This position is authorized for a period of one year, to begin upon hire date and expire on October 1, 2026. This position is part-time, eighteen (18) hours per week.

### **The Ideal Candidate Will:**

- Demonstrate strong attention to detail.
- Have excellent data entry skills.
- Independently research problems and draw reasonable conclusions from findings.
- Posses excellent customer service skills.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees as required.
- Maintain the highest level of ethical behavior in all matters.
- 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.

**Initiative** - Assesses and initiates tasks independently.

**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.

**Inclusiveness** - Respects and values working in a diverse environment.

## About the District:

The District was formed in 1927 under Section 8890 of the California Health and Safety Code. District boundaries include approximately 3,450 square miles. The District has performed over 24,000 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 an appointed Board consisting of five Trustees.

## Examples of Duties:

- Provide information to the public, by phone or in person, including responding to questions, complaints and requests for maintenance from the public and vendors who come to, or contact, the Cemetery Office.
- Keep District literature up to date (brochures, price lists, maps, lists of mortuaries and marker companies, on-call emergency schedule, etc.) in office.
- Assist with District projects and/or programs and provide support in a variety of research and department related activities.
- Perform basic front desk support, including greeting families coming for appointments, scheduling appointments, and accepting payments.
- Operate a variety of standard office equipment, including computer hardware and software applications, copiers, filing systems, 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 general office administration, including records retention, office organization, information sorting, and professional customer interaction.
- Relevant federal, State, and local laws, rules, ordinances, codes, and legislative processes controlling District functions, programs, and operations.
- Computer applications related to work.
- Effective calendar management and appointment setting practices.

**Ability to:**

- Provide excellent customer service.
- Communicate effectively in writing and verbally.
- Prioritize and manage multiple tasks under time constraints.
- Interpret District policies and procedures.
- Be proactive, resourceful, and responsive to shifting priorities.
- 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:**

- Ability to read and revise materials both in print and on a computer screen.
- Ability to communicate with coworkers 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:**

- Part-Time position, not benefit eligible.

### **Application Process and Procedure:**

Applicants must apply by email, submitting a cover letter and resume to [employment@CVPCD.org](mailto:employment@CVPCD.org). 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 September 15, 2025, at 11:59 PM PST.

### **Selection Process and Procedure:**

**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.

**Phone Interview Exam** – (Pass/Fail) Candidates who pass the application assessment will be invited to a Phone Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The Interview will be conducted by phone and is tentatively scheduled to begin on September 17, 2025.

**In-Person Interview Exam** – Candidates who pass the Phone Interview assessment 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 [employment@CVPCD.org](mailto:employment@CVPCD.org).

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 [employment@CVPCD.org](mailto:employment@CVPCD.org).

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