

# City of Americus, GA



Title: Cemetery Clerk  
Class Code: 3101

## JOB DESCRIPTION

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### General Description

The purpose of this class is to assist funeral homes and individuals with scheduling and locations of burials at the city-operated cemetery.

### Duties and Responsibilities

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Assist funeral homes and individuals with scheduling funerals.
- Locate and mark burial lots.
- Visit and inspect all city cemeteries; show and sell lots.
- Research and locate old gravesites.
- Post burial dates and locations in the journals located at Oak Grove Cemetery; maintain files showing burial lot purchases and/or transfers.
- Produce and locate old deeds and plot numbers.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires High School graduation or GED equivalent; Requires some secretarial or clerical work or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### Physical Demands:

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

### Unavoidable Hazards (Work Environment):

None.

### Special Certifications and Licenses:

None.

**This Class Description does not constitute an employment agreement between the city of Americus and an employee and is subject to change by the city as its needs change.**

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### Americans with Disabilities Act Compliance

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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