



CITY OF BROOKSVILLE

JOB DESCRIPTION

POSITION TITLE: Administrative Assistant I
DEPARTMENT: Parks and Recreation
DIVISION: Cemetery
SUPERVISED BY: Department Director or Cemetery Supervisor

JOB SUMMARY/OVERVIEW OF THE POSITION: Provides routine clerical and administrative support for the Cemetery Division. Duties include answering phones, filing, data entry, assisting the public with basic inquiries, and supporting cemetery staff. Work requires accuracy, attention to detail, and the ability to follow established procedures. This position is designated as essential personnel and will be required to work during emergency operations, including severe weather events and natural disasters. Employees must participate in emergency preparedness and response activities, and complete required NIMS (National Incident Management System) training as directed.

ESSENTIAL JOB FUNCTIONS:

- Greet and assist the public in person, by phone, and via email.
- Perform general office tasks such as filing, scanning, copying, and data entry.
- Assist with maintaining cemetery records, files, and databases.
- Provide routine information to the public regarding cemetery policies and procedures.
- Collect and receipt payments for permits and services.
- Assist with preparing correspondence, forms, and reports.
- Support cemetery staff with scheduling and recordkeeping tasks.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern office practices and procedures.
- Skill in operating standard office equipment and Microsoft Office Suite.
- Ability to communicate effectively and courteously with grieving families and the public.
- Ability to follow instructions, prioritize tasks, and work with accuracy.
- Ability to maintain confidentiality of sensitive information.

PHYSICAL SKILLS: Use of both arms, legs, and hands with majority of fingers, good vision (with corrective device), good hearing (with corrective device), ability to lift and load 25lbs, walking, standing, crawling, squatting, kneeling, bending, pushing, balancing, climbing, and stooping.

EDUCATION, TRAINING AND EXPERIENCE:

- High School Diploma or GED.
- One (1) year clerical, administrative, or customer service experience.
- Proficiency with Microsoft Office Suite.

LICENSES, CERTIFICATIONS OR REGISTRATIONS: Valid Florida Driver's License – Class E.

ADA STATEMENT: *A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.*

DRUG-FREE WORKPLACE: *City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.*

VETERANS' PREFERENCE: *Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.*

HR INFORMATION

REVISION DATE: 10/2025

FLSA STATUS: Non-Exempt

PAY GRADE: See current pay scale