



# CITY OF BROOKSVILLE

## JOB DESCRIPTION

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

**JOB SUMMARY/OVERVIEW OF THE POSITION:** Performs intermediate-level administrative and coordination duties in support of the Cemetery Division. In addition to routine clerical work, responsibilities include scheduling and coordinating burial services, maintaining records and permits, preparing reports, and serving as a primary point of contact for funeral homes, families, and vendors. Work is performed with general supervision. 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:**

- All duties of Administrative Assistant I.
- Greet and assist the public in person, by phone, and via email.
- Schedule and coordinate burial services, including staking and logistics support.
- Process burial permits, contracts, and financial transactions.
- Maintain detailed cemetery databases, maps, and electronic records.
- Prepare correspondence, reports, and public communications for the Cemetery Supervisor.
- Assist with updating policies, forms, and administrative procedures.
- Serve as a liaison with funeral homes, vendors, and families regarding services.
- Provide accurate, compassionate, and professional customer service to the public.
- May lead an Administrative Assistant I.
- Perform other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of cemetery operations, recordkeeping requirements, and relevant terminology.
- Knowledge of fee collection, permit processing, and financial recordkeeping.
- Skill in database management, scheduling systems, and Microsoft Office Suite.
- Ability to independently coordinate multiple tasks and meet deadlines.
- Strong organizational and communication skills, both oral and written.
- Ability to work with sensitivity and discretion in situations involving grieving families.
- Ability to maintain confidentiality and exercise sound judgment.

**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; Associate’s degree preferred.
- Two (2) years of administrative or clerical experience, preferably in municipal or cemetery services.
- Experience with cemetery or facility scheduling software preferred.

**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.*

<b>HR INFORMATION</b>	<b>REVISION DATE: 10/2025</b>
<b>FLSA STATUS: Non-Exempt</b>	
<b>PAY GRADE: See current pay scale</b>	