



Calvary Catholic Cemetery

3600 McPherson Ave. Laredo, Tx 78040 (956) 723-6811 Fax: (956) 723-8726

Posting Date: August 7, 2023

Application Deadline: Until Filled

Position: Office/Scanning Clerk	FLSA Status: Non-Exempt
Minimum Requirements: High school degree. One year of experience as an Administrative Assistant or Secretary. Proficiency with Intuit Quickbooks, computer programs such as: Microsoft Word, Excel, and email. Must be able to effectively communicate in-person, over the phone, and through email. Solid communications (oral and written) in English and Spanish. Excellent time management skills and the ability to prioritize work. Strong organizational skills.	
Start Date: Immediate	Location: Calvary Catholic Cemetery/Calvary Memorials
Position Status: One Full-Time regular position One Part-Time temporary position	Work Schedule: Mon. – Sat.

General Summary: Provides services to families purchasing a memorial marker or requesting additional services to an existing memorial. Provides assistance and information to families purchasing a burial plot and/or inquiring about services. Scans and/or enters information, converts documents to an electronic format.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Assists families in selecting and designing a memorial marker (headstone or monument) for a gravesite that meets the required dimensions and specifications of the cemetery by opening contract for orders.
- Communicates with monument vendors regarding, but not limited to, status of open orders, pricing of headstones, tracking information of shipments.
- Communicates with cemetery regarding information of gravesites such as, but not limited to, location of the grave, memorial requirements of the site, and regulations regarding installations.
- Processes and receives payments for open contracts in person, by phone, and through mail-in payments and inputs information in system.
- Accurately files paperwork associated with each contract such as, but not limited to, receipts, permits required by cemetery, and other documents received regarding the order.
- Scans documents so as to preserve them and create an electronic record.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For employment application visit www.dioceseoflaredo.org

Office of Human Resources-Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

(956) 727-2140

Benefits for full-time employees include shared cost medical and dental, plus retirement and life insurance, paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Temporary employees do not qualify for benefits. Unique opportunities to participate in staff spiritual retreats, mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!

The diocese reserves the right to revise, rescind or extend this job announcement