



CEMETERY SUPERINTENDENT

Orange County Government
Veterans Service Agency

Steven M. Neuhaus
County Executive

The incumbent is serving in this position under approval pursuant to Section 211 of the Retirement and Social Security Law. In order to determine if there is sufficient basis for a new request for the incumbent, Orange County is conducting a public inquiry as to the availability of qualified non-retired persons for recruitment.

The work involves the management and administration of and participation in operations of the Orange County Veterans Memorial Cemetery. The work includes serving as liaison with related county groups, agencies, and departments; receipt, processing and approval of burial requests, and management of plot sales and internment records, and oversight of funerals. An incumbent safeguards grounds, equipment and supplies to diminish risk of theft or vandalism.

Responsibilities require a flexible work schedule with the incumbent able to respond to cemetery issues as needed, including weekends.

MINIMUM QUALIFICATIONS:

- (A) Completion of sixty (60) college credit hours and one (1) year of work experience in the development, oversight or operation of a cemetery; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as defined by (A) above; OR
- (C) An equivalent combination of training and experience as defined by (A) and (B) above.

SPECIAL REQUIREMENT: Must possess and maintain a valid driver's license.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY RANGE: \$46,440 - \$115,967.61 annually depending on experience.

Competitive Civil Service Examination is not a requirement for appointment.

PLEASE SEND RESUME TO:

Langdon C. Chapman
COMMISSIONER OF HUMAN RESOURCES
255 Main Street
Goshen, NY 10924
Phone: (845) 291-2008
Fax: (845) 378-2373

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