



CITY OF ELMIRA

WOODLAWN CEMETERY

1200 WALNUT STREET
ELMIRA, NEW YORK
PHONE /FAX 607-732-0151
EMAIL: woodlawn@cityofelmira.net

SECRETARY TO THE CEMETERY COMMISSION

Woodlawn Cemetery is currently recruiting for a full-time Secretary to the Cemetery Commission. This exempt position is Monday through Friday from 8:00 AM to 4:30 PM. Duties include, but not limited to; receiving calls and walk in traffic, enter obituaries, makes banking deposits, payroll, bank reconciliation, prepares agenda for Commission Meeting and takes the minutes.

Minimum qualifications are either a High School diploma or equivalent and three years of experience in clerical, or an Associated Degree in Secretarial Science, Business Administration, or related field and one-year experience in clerical work.

Interested candidates must submit an employment application and submit to Woodlawn Cemetery, 1200 Walnut Street, Elmira, NY 14905. EOE