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MAINE

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- Training
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- Promotional Opportunities
- Part Time
- Full Time
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HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

ENTRY LEVEL

Career Opportunity Bulletin

OFFICE ASSOCIATE II

OPTION: Maine Veterans Memorial Cemetery

Code: 654203 **Pay Grade:** 13 ($12.99 – 18.19/hr)

Open for Recruitment: June 28, 2016 - July 13, 2016

JOB DESCRIPTION

This is an administrative and clerical position located at the Maine Veterans Memorial Cemetery in Augusta; you must be able to work with bereaved families on a daily basis. Work requires ability to balance effective, compassionate, and respectful service to families, veterans and visitors at the cemetery with the ability to effectively advise these same individuals on matters regarding cemetery rules, regulations and procedures. Finger printing requirements and federal background check through the US Veterans Administration is required.

Typical Duties

- Assists families with final arrangements for burials.
- Works with funeral directors and crematories as well as handling cremated remains of deceased individuals being interred in the cemetery.
- Processes eligibility determinations.
- Schedules burials ensuring compliance with state and federal laws, rules and regulations.
- Orders and tracks receipt of headstones so they are installed in a timely manner.
- Interprets and explains cemetery rules, regulations, policies and procedures applying them to individual cases in order to inform the public and/or agency personnel.
- Meets with bereaved family members to resolve issues and concerns.
- Creates and uses varied correspondence formats and composes standard business correspondence.
- Examines documents/information, determines facts, detects errors and irregularities and takes action as authorized.
- Performs routine, occasional secretarial duties such as completing work schedules, arranging appointments, arranging travel/lodging and reviewing documents to respond to requests.
- Receives and greets visitors and determines customer needs.
- Advises others requesting technical assistance.

MINIMUM REQUIREMENTS

In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

Value of State-paid Dental Insurance: $13.13 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State's share of Employee's Retirement: 15.85% of pay.