



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS CEMETERY REPRESENTATIVE

Job Number: 21004579

Job Code: 21190V241016

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 03/16/2024

Job Revised: 10/16/2024

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative oversight of and facilitates all aspects of the committal services at a State Veterans Cemetery; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of administrative experience at a state or national cemetery OR five years of administrative experience within a military service office or other local cemetery office experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Certification from the Burial Operation Support System (BOSS) course and the Cemetery Representative course from the National Cemetery Administration (NCA) National Training Center will substitute for the required education and experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides administrative oversight of and facilitates all aspects of the committal services between the family, funeral home, and honor guard. Interprets and applies applicable veteran benefit statutes, regulations, policies, and procedures. Verifies veteran's eligibility and ensures services are conducted in an honorable and dignified manner. Collaborates with Veteran Service Organization Honor Guard to request and schedule military honors for all services. Drafts and reads standard eulogy when required. Prepares and collects supporting documentation. Manages and updates databases in accordance with federal and state cemetery procedures and policies. Coordinates the daily interment schedules and works with funeral homes or family's next of kin to schedule all aspects of interment. Assigns burial plot and ensures cemetery burial maps are updated and accurate. Prepares and provides information packet to families. Assists families with completion of required paperwork for interment services and monument. Receives and processes spousal interment payment. Oversees all aspects of the cemetery's operations in absence of Veterans Cemetery Manager.

UNIQUE PHYSICAL REQUIREMENTS:

Work may involve heavy lifting, bending, or stooping and exposure to loud noises.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Committal services are conducted outside in all types of weather conditions. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.