

COORDINATOR, VETERANS BURIALS

DISTINGUISHING FEATURES OF THE CLASS: This is coordinating work that primarily involves responsibility for burial services for deceased veterans who are to be interred in the Rockland County veterans' cemetery. The work is performed under the general supervision of a higher-level administrator regarding procedures and services to veterans groups and families. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates burials by contacting burial contractors and funeral directors to arrange burial services, meeting with families, contacting a variety of veterans groups and agencies to arrange special events, etc.;

Coordinates and arranges military funerals by contacting veterans groups and agencies, service providers, representatives of the Armed Forces, etc., and ensures that military funeral honors are rendered in accordance with federal laws (e.g., folding and presenting the flag of the United States of America, playing Taps, etc.);

Gathers information and ensures that DD214 documents have been received in order to confirm the service records of veterans for whom burials have been requested and approves burials in accordance with applicable rules, regulations, and policies;

Maintains records and databases regarding veterans, especially records that pertain to the service records of veterans for whom burial applications have been submitted to the County, headstones, plots, maintenance, etc.;

Maintains plot map of all Rockland County veterans cemeteries, assigns plots, as needed, and identifies the location of interred veterans, as necessary;

Prepares routine activity reports and completes forms regarding veterans burials, as needed;

Arranges for and coordinates payments for burials and approval and installations of grave markers;

Coordinates maintenance services, as needed;

May complete special assignments and projects.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of policies and laws that pertain to burial services, including military funerals, for United States veterans*; good knowledge of County of Rockland veterans agencies and groups; good knowledge of basic federal laws that govern military funeral honors for veterans*; ability to maintain simple activity reports and complete structured reports; ability to coordinate maintenance services for veterans cemeteries; ability to establish and maintain cooperative relationships with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and one (1) year of military service or paid work experience that substantially involved public contact**, and/or the coordination of projects, and/or the provision of services to veterans.

*To be demonstrated during the probationary period.

**Public contact shall be defined as direct contact (i.e., in-person or telephone interactions) with clients, customers or members of the public that involves persuasion, negotiation, counseling, gathering, disseminating, or clarifying information, and inspection activities that include contact with individuals, or similar activities. The nature of the contact is such that it requires judgment and independent thinking on the part of the individual in dealing with or responding to another person.