

Code: 5340

Title: PUBLIC FIDUCIARY INDIGENT BURIAL COORDINATOR

SUMMARY: Researches, verifies and coordinates eligibility for Pima County indigent funerals/burials and viable alternatives.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Interviews applicants and determines eligibility for Pima County indigent funerals/burials;
Performs prudent research to ascertain next-of-kin and counsels applicants on funeral/burial alternatives (to minimize county cost/liability) and assists in the application process;
Researches, requests and compiles requisite client documentation for application processes;
Coordinates funeral/burial of eligible decedents with family, funeral homes, county cemetery and other involved agencies or parties;
Monitors the indigent funeral/burial program budget;
Compiles paperwork and prepares warrant requests for funeral home payment;
Monitors the condition and maintenance of the county cemetery, its headstones and markers, in accordance with established standards;
Participates in development of new unit operating procedures and/or reviews and makes recommendations or changes to existing unit policies and procedures;
Participates in community planning and education of the indigent funeral/burial program and represents the work unit at internal and external meetings;
Maintains specialized databases to document, input/retrieve data and prepare reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- rules, regulations, policies and procedures applicable to private and county indigent funeral/burial programs and their application processes;
- scope and eligibility criteria for funeral/burial programs and their application processes;
- advocacy and effective communication techniques;
- community alternatives available for indigent funerals/burials;
- research techniques and report writing;
- business/accounting principles as applied to coordinating the funeral/burial program and its associated costs.

Skill in:

- coordinating, researching and application processes of the county indigent funeral/burial program;
- interpreting and applying rules, regulations, policies and procedures governing public and private benefits and entitlements;
- effective advocacy and communication skills;
- communicating effectively, orally and in writing;
- inputting and retrieving data in specialized databases.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Four years of experience performing paraprofessional social services and/or administrative tasks related to the area of private or indigent funeral/burial services, disability benefits, probate, estate planning or genealogy research.

OR:

(2) Valid certification as a legal assistant or legal paraprofessional from an accredited college or technical trade school and two years of experience performing paraprofessional administrative tasks related to the area of private or indigent funeral/burial services, disability benefits, probate, estate planning or genealogy research.

Additional relevant experience and/or education, from an accredited school, may be substituted.

OTHER REQUIREMENTS:

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies. If employment is based upon possession of certification or licensure, failure to maintain the required licensure/certification shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.