



CEMETERY SECRETARY DUTIES

- 1) Attend all meetings and keep accurate minutes of meetings.
- 2) Keep accurate financial records. Pay all bills in a timely manner. Present monthly financial report to Cemetery Board.
- 3) Be responsible for selling plots and recording all sales in the official deeds book and marking sold plots on the maps as reserved, located in vault in Liberty County Court House.
- 4) In cooperation with the sexton, duly record all burials in official record books and on maps for all cemeteries in Liberty County, located in vault in Liberty County Court House.
- 5) File a death certificate for each death and/or burial in the cemetery file in the Clerk and Recorder's vault.
- 6) Handle all correspondence.
- 7) Complete quarterly withholding reports.
- 8) Complete annual financial report following fiscal year end, but prior to end of calendar year.
- 9) Complete other reports as required including reports for Unemployment and PERS. PERS is filed via e-mail each pay period.
- 10) Any other duties not listed but deemed necessary for the accurate accounting and record keeping for present and future interests of Liberty County Cemetery Board.

Updated September 2024