

# POSITION ANNOUNCEMENT

Associate Executive Secretary, Alabama Board of Funeral Service  
Montgomery, Alabama

**Salary: \$52,000 - \$55,000**

## Job Description:

The Associate Executive Secretary is a full-time employee and serves at the pleasure of the Board. They are directly /immediately responsible to the Executive Secretary and to the Board as a whole.

The Associate Executive Secretary for the Alabama Board of Funeral Service assists the Executive Secretary in conducting the day to day operations of the Board in accordance with the Code of Alabama, Title 34 Chapter 13. The Associate Executive Secretary will assist the Executive Secretary with duties to ensure the standards of the law are met by all professional in the funeral industry through the state of Alabama.

## Responsibilities:

The Associate Executive Secretary aids and assists the Executive Secretary in his/her duties; perform annual inspections of establishments and report findings as required by law; perform inspections of establishments and report findings as may be requested by the Board and/or Executive Secretary; investigate complaints which the Board office may receive and report findings to the executive secretary and/or the attorney general; secures venue for quarterly or special board meetings and examinations and reservations for lodging for members; responsible for seeing that all equipment is numbered and entered into the property inventory database and submit necessary information to the State Auditor's office; meet with various groups to explain the methods of operation of the Board of Funeral Service; being available to and assist office staff with other duties during absences of other employees or during excessive busy periods; and responsible for carrying out the wishes of the Board, with respect to the state funeral service law, Board regulations, and/or rulings.

## Qualifications:

- Minimum Associate Degree in Funeral Service
- Licensed as both a funeral director and embalmer
- Live or be willing to relocate (at applicants expense) within one hour driving time of Montgomery, AL
- Experience in the funeral profession
- Pursuant to state code 34-13-23(d), Code of Alabama 1975 the Executive Secretary and Associate Executive Secretary cannot be of the same race; therefore, the person may not be African American.

**Review of Applications will Begin March 4, 2013.** (March 4, 2013 is the deadline to apply.)

Send cover letter, resume, and references to:

Alabama Board of Funeral Service  
P.O. Box 309522  
Montgomery, AL 36130