

# Elk Rapids Township

## Cemetery Sexton

### Job Description

Job Title: Cemetery Sexton FLSA: X \_\_\_\_\_ Exempt \_\_\_ Non-Exempt

Job Description Approved

The starting annual wage is \$4,200 for the season of mid-May to late September.  
This is an appointed position that is paid a flat amount once a month. There are no additional benefits.  
Hours are on an “as needed” basis but very flexible and may average about 8 hours a week.

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#### POSITION SUMMARY

The Sexton would oversee the maintenance of the cemetery and the contractors’ handling burials, ensure proper documentation is obtained and would be the contact person for families, funeral homes and monument companies.

#### REQUIREMENTS

- Valid Driver’s License.
- Knowledge or ability to learn the statues pertaining to the Sexton.
- Good public relations abilities by being able to show compassion for the families and their situation.
- The ability to work under deadlines.
- This position requires some physical activities, such as walking, standing and lifting.

#### JOB DUTIES

- Enforce the Cemetery Ordinance
- Sell burial rights. Work with Clerk’s office to record receipts, create burial deeds and document burials.
- Maintain records of burials by name, age, sex, date, lot number, etc. Note plots sold on map.
- Communicate with Funeral Homes regarding burial plot locations and burial plans.
- Coordinate opening of grave with appropriate company or personnel who will open the grave.
- Ensure the correct location and placement of any permanent markers, stones, memorials, etc.
- Authorize special markers, monuments, etc. in accordance with the cemetery ordinance.
- Removing items prohibited by the township cemetery ordinance.
- Ensure that cemetery and graves are maintained, bushes are trimmed up so they don’t cover markers
- Comply with Township, State and Federal Regulations.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.