

**ROCK RIVER TOWNSHIP  
SEXTON JOB DESCRIPTION AND DUTIES**

Duties of the Sexton include, but are not limited to, the following tasks.

**MAINTENANCE:**

- Level old gravesites that have settled
- Maintain cemetery equipment, if applicable
- General cemetery building maintenance
- Oversee and inspect spring cleanup (cleanup itself done by a contractor)
- Remove dead flowers from new graves
- Post notice for fall cleanup; remove remaining grave decorations (artificial flowers, pots, etc.) prior to winter
- General minor cleanup, including removal of fallen tree limbs and brush
- Snow removal for access to storage building in the winter. County Plows, Sexton shovels to door.

**INTERMENT:**

- Respond in a prompt and timely manner to requests from mortuaries and public for plot marking and locating
- Mark gravesites for burials
- Open and close graves (additional \$425 fee paid for digging graves)
- Perform interments (additional \$100 fee paid for digging site)
- Place veteran markers
- Set concrete for headstone placement
- Remove sod before burial; level gravesite and replace sod afterward

**ADMINISTRATIVE RESPONSIBILITIES:**

- Show available gravesites to prospective purchasers
- Assist family members in locating plots
- File and record plot deeds (burial rights certificates) with Township Clerk
- Deposit funds in a timely manner with Township Treasurer
- Keep lot maps current, showing ownership and interments
- Maintain legally mandated sale and burial records with Township Clerk
- Attend job training as mandated by township board
- Coordinate with Township Clerk on scanning or digitizing historic records
- Attend monthly township meetings and issue written report on monthly activities