

# TOWN OF CHARLESTOWN

## CEMETERY SEXTON

The Town of Charlestown is seeking a Cemetery Sexton. This position is a part-time seasonal position (April 1 to November 1) with no benefits.

The Sexton supervises the operation of the cemeteries to include sales of plots, recording burials, filing permits and researching old burial records. The Sexton also performs a variety of public relations and marketing duties to include assistance with site selection and payments as well as consulting with bereaved families. Other duties include maintenance of the cemeteries such as mowing, tree trimming, etc.

### REQUIREMENTS:

1. High School Diploma or Equivalent.
2. Valid NH Drivers License
3. Ability to be bonded.

Interested candidates should complete an application and/or resume and submit to: Charlestown Town Office - Human Resources Department, P.O. Box 385, Charlestown NH 03603 or email it to [Ddezan@charlestown-nh.gov](mailto:Ddezan@charlestown-nh.gov). An application may be found at [www.charlestown-nh.gov](http://www.charlestown-nh.gov) or at the Town Office 233 Main St. Charlestown, NH.

The Town of Charlestown is an Equal Opportunity Employer.