

**CITY OF MARINETTE
PART TIME FOREST HOME MAUSOLEUM ATTENDENT**

THE CITY OF MARINETTE is accepting applications for a part-time (16 hours per week) position of Forest Home Mausoleum Attendant

Assist City Clerk with cemetery and mausoleum administrative duties that include, but are not limited to, selling and recording grave, crypt and niche spaces, greeting and assisting visitors at the Mausoleum and cemetery, scheduling burials, inurnments and entombments . Updating and maintaining cemetery and mausoleum paper and electronic records. Applicants must be proficient with Microsoft Word and be able to communicate and interact with the public in a positive manner.

Application and job description can be picked up in person at Marinette City Hall, Legal/Human Resources Department, 1905 Hall Avenue, Marinette, WI 54143- or may be found on the City's website at: <http://marinette.wi.us/index.php/city-government/employment-opportunities> . Please mail or hand-deliver your cover letter, resume, application form and three professional employment references to: City of Marinette Legal Department, Louise Stemper, 1905 Hall Ave., Marinette, WI 54143, (715) 732-5150. To ensure consideration, all required materials must be received by 4:00 p.m. on September 5, 2017. The City of Marinette is an Equal Opportunity Employer. The City of Marinette is an alcohol and drug-free workplace.