

**Board Office Inspector – NC Board of Funeral Service
&
Inspector South East Region – NC Board of Funeral Service**

GENERAL DESCRIPTION

The North Carolina Board of Funeral Service (the “Board”) is seeking applicants for two (2) positions: Board Office Inspector, and Inspector for the South East Region. The positions are responsible for the inspection of funeral establishments, chapels, embalming and unaffiliated licensees to ensure compliance with state and federal laws and regulations.

Board Office Inspector

Salary Range: \$42,000 to \$48,000 based on experience

Benefits: Medical, Life, Vision, Dental, 401(k)

Duties and Responsibilities

- Participate in the coordination, reporting and efficient operation of inspections
- Perform inspector duties within the Board office and as needed, in the field to include inspection of funeral establishments, chapels, embalming facilities, crematories and unaffiliated licensees
- Issue notice of hearings; respond to complaints and investigations; testify during disciplinary hearings; follow up on investigations and preneed audits including closing out findings regarding compliance due dates; and, forward findings to the legal section as may be appropriate
- Makes available a licensee who will be staffed in the Board Office two or three days per week (i.e. when not traveling)
- Participate in complex or novel inspections requiring statewide travel
- Serve as the primary contact regarding CE instruction/ content
- Train new inspectors as may be appropriate
- Respond to compliance phone calls. Over a period of time, this position will function as the Board’s Compliance Liaison
- Perform other duties as assigned.

Knowledge, Abilities and Competencies

Comprehensive knowledge of the principals and practices of funeral service

Knowledge of the trends in the funeral industry

Ability to communicate effectively

Ability to interpret laws, rules and regulations and to explain their application

Ability to perform duties independently in accordance with prescribed operational procedures

Ability to prepare detailed reports of inspection

Ability to establish and maintain effective working relationships

Ability to travel occasionally with some statewide overnight
Ability to testify in legal proceeding at the Licensing Board

Minimum Education and Experience

Graduation from an accredited School of Mortuary Science and five (5) years of experience practicing in funeral service or area related to the field of funeral service.

Licensed to practice in Funeral Service (NC license required)

NC Driver's License

How to apply: send resume to: dshehdan@ncbfs.org

Inspector South East Region

GENERAL DESCRIPTION

The North Carolina Board of Funeral Service (the "Board") is seeking applicants for two (2) positions: Board Office Inspector, and Inspector for the South East Region. The positions are responsible for the inspection of funeral establishments, chapels, embalming and unaffiliated licensees to ensure compliance with state and federal laws and regulations.

Salary Range: \$38,000 to \$43,000 based on experience

Benefits: Medical, Life, Vision, Dental, 401(k)

- Inspect funeral establishments, chapels, embalming facilities, crematories, and unaffiliated licensees
- Abide by standard operational procedures with respect to conducting inspections
- Ensure compliance with state and federal laws, rules, and regulations
- Examine preneed records and files of preneed licensees and establishments to ensure compliance following established procedures
- Conduct investigations on behalf of the Board regarding consumer or staff generated complaints
- Serve Notices of Hearing and administrative search warrants as requested by the General Counsel
- Provide testimony at disciplinary hearing as requested by the General Counsel
- Conduct Board sponsored continuing education classes as necessary
- Respond to compliance questions from licensees

Knowledge, Abilities and Competencies

- Knowledge of the principals and practices of funeral service
- Ability to communicate effectively
- Ability to interpret laws, rules and regulations and to explain their application
- Ability to perform duties independently in accordance with prescribed operational procedures
- Ability to prepare detailed reports of inspection
- Ability to establish and maintain effective working relationships
- Ability to travel regularly with some overnight within assigned region
- Ability to testify in legal proceeding at the Licensing Board

Minimum Education and Experience

- Graduation from an accredited School of Mortuary Science and four (4) years of experience practicing in funeral service or area related to the field of funeral service.
- Licensed to practice in Funeral Service (NC license required)
- NC Driver's License

How to apply: send resume to: dshehdan@ncbfs.org