



## North Carolina Board of Funeral Service

### *About the Board . . . .*

*In 1901, the North Carolina General Assembly created what now is called the North Carolina Board of Funeral Service (the "Board") to regulate the practice of funeral service in North Carolina. As set forth in Chapter 90, Article 13A of the North Carolina General Statutes, the Board serves to safeguard the public health, safety, and welfare of North Carolinians by ensuring that those individuals and entities licensed to practice funeral services in this state are duly qualified. Among the funeral services regulated by the Board is the preneed funeral industry, which enables North Carolina consumers to prepay funeral establishments for their own funerals.*

### Position Announcement: Compliance Inspector

The Board has opened a search to identify experienced, competent licensed individuals to join its Compliance Inspections Team. This opportunity will require in-depth knowledge of the laws, rules and regulations pertaining to funeral service in North Carolina; an ability to work on a self-directed basis in conducting on-site inspections of licensed funeral establishments in an assigned region of the state; and the capacity for offering guidance and direction on issues pertaining to licensees' compliance with the NC Funeral Practice Act and the Federal Trade Commission's Funeral Rule. Successful candidates for this opportunity will demonstrate exceptional written and oral communications skills; an ability to express ideas, findings and inspections results clearly and effectively to licensees of the Board, the general public and consumers; and an ability to exercise independent judgment and discretion in decision-making. The work requires a thorough knowledge of the Board's regulatory functions, requirements and procedures and comprehensive knowledge of the field of professional funeral service including funeral directing, preneed planning, embalming, cremation, and alkaline hydrolysis.

The Compliance Inspector performs on-site inspections in accordance with established procedure and protocols for the inspections team as expressed in the NCBFS Compliance Guide and the NCBFS Standard Operating Procedures for inspections staff. Inspections include conducting detailed examinations of preneed records, documents, and files; investigating consumer complaints; and providing witness testimony in hearings and other matters before the Board or in the General Courts. Compliance Inspectors may conduct undercover investigations in response to consumer complaints or allegations of non-compliance with applicable state and federal statutes. Compliance Inspectors work under the direction of the Board's Compliance Officer and in collaboration with General Counsel on investigatory and compliance-related matters.

**Regional Assignment:** East Central North Carolina generally bounded by Durham County to the west, Robeson County to the south, Warren County to the north, and Johnston County to the east. The region shares a border with South Carolina and Virginia. Residency within the geographical boundaries of the assigned region is a requirement and a condition of employment.

**Minimum Education & Experience:** Associate Degree in Mortuary Science or related field from an accredited college of mortuary science and three [3] years of progressively responsible experience as a practitioner in professional funeral service including two [2] years' experience in preneed contract administration and/or sales. **Additional Necessary Qualification:** NC General Statute 90-210.24(a) which states in part " *No person is eligible for appointment as inspector unless at the time of the appointment the person is licensed under this Article as a funeral service licensee.*"

**Hiring Range:** \$42,500 - \$44,000

**Closing Date:** December 17, 2021 – Candidates for the position should mail a resumé to the Board at 1033 Wade Avenue, Suite 108, Raleigh, NC 27605, or email to [receptionist@ncbfs.org](mailto:receptionist@ncbfs.org).

*The NC Board of Funeral Service is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*