

RECRUITMENT

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Division of Occupational & Professional Licensing, Office of Cemetery Oversight

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Recruitment #22-006096-0003

Main Purpose of Job

The main purpose of this position is responsible for accurately evaluating the financial stability of prospective and current cemetery and burial goods licensees. Candidates are required to possess knowledge of generally accepted practices in the death care industry and be reasonably well informed of the general laws surrounding death care.

Position Duties

Duties of this position include but are not limited to:

- Responsibilities include the analysis of all financial documentation along with perpetual care and preneed trust reports filed annually with the office by licensees/permit holders (cemeteries) submitted under the signature of a licensed CPA.
- Prepares various statistical, annual and special reports (Individual and/or combined) for review as required by the Director.
- Informs the advisory council of current issues and/or trends resulting from the evaluation of licensees/permit holders' financial documents and trust reports.
- Completes assignments from the Office of the Commissioner and Deputy Commissioner.

Minimum Qualifications

Experience: Nine years of experience in administrative staff or professional work.

Notes:

1. Candidates may substitute the possession of a Bachelor's degree from an accredited college or university and five years of experience in administrative staff or professional work for the required experience.
2. Candidates may substitute additional graduate level education at an accredited college or university at the rate of 30 credit hours on a year-for-year basis for the required experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required experience.