



DR. WAYNE FAZZINO
Board Chair

JENNIFER KANDT
Executive Director

Compliance Inspector/Investigator

Part-time: 10-20 Hours per week

Location: Reno or Las Vegas

Compensation: \$28-\$32 per hour (Depending on Experience)

The Nevada Funeral and Cemetery Services Board ("Board") is seeking qualified applicants for a part-time Compliance Inspector/Investigator responsible for compliance inspections and investigations of Nevada funeral establishments, crematories, and cemeteries. Under general supervision of the Executive Director, the Compliance Inspector/Investigator will be required to personally visit and inspect each funeral establishment, crematory, and cemetery in the State of Nevada, complete and sign inspection checklists and submit inspection results to the Board. Additionally, the Compliance Inspector/Investigator shall investigate any matter or licensee as directed by the Executive Director, prepare investigative reports, and testify at administrative hearings and/or Board meetings. This is a part-time position which does not include any benefits.

Education and Experience: At a minimum, the applicant should possess the following qualifications: A Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Political Science, Business Administration, Health Science or closely related field and four years of investigative, law enforcement, and/or compliance experience where standard investigative and enforcement techniques were utilized to make program compliance determinations, enforcement of state and federal law, and preparation of detailed reports for the purpose of justifying administrative actions, penalties or criminal prosecution. Experience may be obtained in law enforcement, investigations, regulatory agencies, government program or comparable setting. An equivalent combination of education and experience may be considered (applicants without a Bachelor's degree must have six years of related experience.)

Skills and Abilities: Applicant should possess skills necessary to make determinations based on evidence collected, apply laws, rules or regulations and complete thorough analysis and verification of data. Applicant should be familiar with Rules of Evidence, rights of citizens, general law enforcement, state and federal laws that pertain to investigative, compliance and enforcement activities. Must be familiar with Microsoft Word, Excel, Outlook, and general office technology.

Work Environment: The applicant may be located in Reno or Las Vegas area. Work is performed in a field setting and requires ability to travel statewide. Use of personal vehicle may be required.

Other Requirements: The applicant MUST NOT be a Funeral Board licensee. Applicant must have and maintain a valid Nevada driver's license during entire course of employment.

Application Process: To be considered for this position, applicant response should include, at a minimum, the following:

1. Cover letter
2. Resume of qualifications and experience
3. A minimum of three references

Requested items must be received no later than **May 2, 2016 at 5:00 p.m., Pacific Time.** Items may be mailed to Jennifer Kandt, Executive Director, Nevada Board of Funeral and Cemetery Services, 3740 Lakeside Drive, Suite 201, Reno, NV 89509 or sent via email to nvfuneralboard@fb.nv.gov .