

Texas Funeral Services Commission
Job Posting
October 2, 2024

Title: Inspector III	Posting Number: FY2024-02 TWC Job Number: 16766848
Salary: \$54,000.00 annually	Closing Date: November 4, 2024
Location: Austin	Travel: Up to 80%
Department: Compliance	Reports to: Inspector IV

JOB SUMMARY

Performs routine (journey-level) inspection work. Work involves conducting inspections and quality assurance reviews to ensure compliance with mortuary laws, regulations, and procedures of the Texas Funeral Service Commission. Work may include conducting investigations/preparing investigative reports as needed. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. The position will be assigned a remote work/in office schedule.

ESSENTIAL FUNCTIONS

1. Conducts inspections for compliance with Texas codes, standards, and laws and for proper display of current licenses
2. Examines permits, licenses, applications, and records to ensure compliance with licensing requirements
3. Makes recommendations on violations and conducts follow-up inspections
4. Prepares, organizes, and maintains inspection records and reports
5. Gathers and analyzes data
6. Assists in reviewing compliance monitoring reports and may monitor follow-up actions in cases in which violations were found
7. Conducts investigations of alleged violations of agency statute, rules or regulations, as needed
8. May appear at administrative hearings or testify before courts of jurisdiction
9. Performs related work as assigned

MINIMUM QUALIFICATIONS

1. Associate Degree or higher from an accredited school of higher education. Additional full-time related experience may substitute for the education on a year-for-year basis.
2. One (1) year Experience working as an Inspector or in a regulatory agency.

Preferred Qualifications:

1. Knowledge of Texas funeral laws and regulations.
2. Computer literacy

Military Occupational Specialty Codes for this position maybe found on the SAO Military Crosswalk:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ComplianceInspectionandInvestigation.pdf

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the agency's regulatory functions
2. Knowledge of principles and methods of field inspection and quality control
3. Ability to conduct interviews, gather facts and prepare reports
4. Ability to interpret and apply laws and regulations
5. Ability to communicate effectively, both written and oral
6. Ability to maintain effective communications in adverse situations
7. Knowledge of personal computers and word processing software

HOW TO APPLY

Applicants must submit a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted to supplement the State of Texas Application. **A resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.**

The Texas Funeral Service Commission accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 p.m. CST on the closing date.

Applications may submitted thru WORKINTEXAS or by mail to:

Texas Funeral Service Commission
ATTN: Human Resources
1801 Congress, Ste. 11-800
Austin, Texas, 78701

Only applicants selected for an interview will receive notice of selection results.

OTHER INFORMATION

A criminal background check is required for applicants who are selected for a position.

The State of Texas requires all males who are 18 through 25 to register with the Selective Service to present either proof of registration or exemption from registration upon hire.

TFSC is an employment at-will organization and there is no implied contract of employment. The agency's hiring process, policies, procedures, and employee handbook do not constitute terms of an express or implied employment agreement.

Federal law requires new employees to present proof of identity and eligibility to work in the United States.

Veterans' and former foster youth employment preferences are granted as required by law.

Applicants requiring special accommodations should contact Human Resources at 512.936-2474.

The Texas Funeral Service Commission is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran in its hiring and recruitment process.