

MORTUARY STANDARDS SUPERVISOR

KIND OF WORK

Direction of mortuary science standards and licensing at the state level.

NATURE AND PURPOSE

This employee is responsible for administering the licensing and inspection laws and regulations in the field of mortuary science. Responsibility is extended to include the enforcement of these laws and the administration of the mortician trainee program.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises all licensing of morticians and trainees.

Serves as secretary to the Committee of Examiners.

Investigates complaints of violations and files complaints in courts when ordered by the State Board of Health.

Visits mortuaries to check on proper registration of trainees and licensing of morticians and the sanitary conditions, equipment and practices of these mortuaries.

Reviews and evaluates reports submitted by trainees on cases in which they have participated and recommends them for licensing upon completion of their training.

Assists in the preparation of examinations for licensing and grades them.

Prepares and presents educational programs on mortuary science including speaking at short courses and lecturing on public health at the University of Minnesota School of Mortuary Science.

Checks hospital reports, funeral reports and death certificates for possible illegal activity.

Investigates all applications for licenses for compliance with laws and regulations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of laws and regulations pertaining to mortuary science and policies of the State Board of Health.

Thorough knowledge of mortuary administration.

Thorough knowledge of embalming principles and practices.

Thorough knowledge of procedures in the transportation and movement, disinterment and reinterment of the dead.

Ability to:

Interpret pertinent laws and regulations and to enforce them.

Prepare and administer examinations of candidates for licenses.

Prepare reports.

Establish and maintain effective working relations with morticians, funeral directors and the general public.

LEGAL/LICENSURE

Possession of a valid license to practice mortuary science.

Est.: 12/56
Ckd.: 11/92
Rev.:

T.C.:
Former Title(s):