

# **WRITER-EDITOR**

## **DEFINITION**

This position is based in the Office of the Virgin Islands Inspector General (VI Inspector General's Office), Charlotte Amalie, St. Thomas, USVI. The position reports to the Virgin Islands Inspector General (VIIG) through the Deputy Virgin Islands Inspector General (DVIIG), who under the overall supervision and guidance of the VIIG, directs and administers the audits, investigations, and inspections undertaken by the VI Inspector General's Office as mandated by Title 3, Chapter 40, Sections 1200 - 1206 of the Virgin Islands Code.

The incumbent of this position serves as the lead writer-editor and is responsible for the management, planning, development and directing of audit and inspection reports and activities territory-wide. The Writer-Editor monitors the progress of ongoing audits and inspections. The incumbent is expected to ensure that audit and inspection reports are written by standards for audits of governmental organizations, programs, activities, and functions, as prescribed by the Comptroller General of the United States. Work is performed with professionalism, technical competence, and integrity.

## **DUTIES (NOT ALL INCLUSIVE)**

- Serves as a writer-editor and communications advisor to the VIIG, designing and formulating the message for products, and preparing, rewriting, editing reviewing and processing reports and other products for logic, clarity, and completeness of argument. The incumbent gathers information for reports by collaborating with auditors, investigators, and other VI Inspector General's Office professionals, from previous reports, accumulated files, personal research, working paper or interviews with appropriate personnel.
- Provides VI Inspector General's Office staff throughout the organization with technical advice and assistance and reviews drafts to help ensure that each document: (a) accurately reflects the intent of the report's findings and conclusions; (b) is in accordance with VI Inspector General's Office report writing policy, review standards, and visual and other communication requirements; (c) can be understood and used effectively by its intended audience; (d) is consistent with and conveys the appropriate tone and policy of the VIIG; and (e) is arranged logically.
- Assists in developing editorial, digital, and other communication processes, procedures, methodologies, writes and applies report review guidelines and standards, advises the staff on the sufficiency of the product message and appropriateness of criteria and assists in refocusing audit, investigative, and other findings, if necessary, to ensure that causes are clearly addressed.
- Advises the VIIG when new approaches are needed to prevent adverse audience reaction or misunderstanding, and is responsible for special consideration and treatment required for reports that are politically sensitive or controversial. Special considerations can include developing a new format, strategies and presentation, and determining appropriate tone and language.

## **WRITER-EDITOR**

**Page: two**

- Analyzes, interprets, and integrates written and visual information in print, digital, and Web-based formats, and incorporates statistical material, graphs and charts, photographs, and other data to ensure the information is produced with consistency and understanding and evaluates the data based on this determination.
- Evaluates problems encountered in communicating VI Inspector General's Office programs and policies.
- Advises on and makes recommendations designed to address these problems.
- Assists in the development of formal training materials including handbooks, audiovisuals, training exercises and other materials for presentation.
- Trains VI Inspector General's Office staff on new or revised report writing policies and/or procedures and develops or revises editorial standards for the office.
- Trains individual staff members on techniques to improving their writing skills and ensure that the VI Inspector General's Office produces highest quality reports and other products.

### **FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION**

Mastery knowledge of regulations and policies affecting Government publications along with knowledge of principles of effective writing and communication, everyday language, and VIIG editorial and review standards to analyze reports for adequacy and proper handling of comments.

Mastery of the principles, methods, practices and techniques of communication that enable the writer-editor to function as a technical authority for the VI Inspector General's Office in designing, planning and executing highly technical, complex and sensitive reports of territorial significance and producing them in both print and digital formats.

Knowledge of the mission of the VI Inspector General's Office, or at a minimum a broad understanding of the everyday work associated with an Inspector General's Office.

Strong analytical ability combined with a comprehensive knowledge of the methods used to gather, analyze, evaluate, review, and comment on data and language to ensure high quality written reports in printed or digital formats.

Knowledge of grammar, style, and standard usage and the ability to adapt style, the manner of presentation, and format to the use requirements of the audience.

Mastery of oral and written communication abilities, including superior interview skills. These skills are necessary to communicate constructive comments and criticism of reports, help

## **WRITER-EDITOR**

**Page: three**

articulate the report's message, negotiate solutions acceptable to the VI Inspector General's Office teams and VI Inspector General's Office Management, and help implement agreed upon solutions to communication problems.

Knowledge of a broad range of principles, practices, and resources associated with the publishing process, the various printed media, manuscript preparation, design and typography, and the printing process.

Knowledge of the fundamental concepts of electronic publishing and the Internet. Knowledge of visual design and production principles and practices in printed and digital formats. Familiarity with the understanding of the subject matter of the reports assignment to develop message layout, review flow and consistency of the report, articulate scientific and technical data as needed, and prevent misunderstanding of the VI Inspector General's Office reports.

## **FACTORS-2-SUPERVISORY CONTROLS**

The VIIG provides general instructions when assigning work. The incumbent is responsible for planning and carrying out editing, publication, or rewriting assignments, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative regarding established objectives. Assignments result from the acquisition, submission, creation, or publication of research papers and studies. Completed work is reviewed concerning the overall effectiveness of the written product in meeting the objectives of the assignment, and conformance with instructions.

## **FACTORS-3-GUIDELINES**

No single or standard editorial, writing, or publication reference work is available that is appropriate for the mix of scholarly, governmental publications. Therefore, the incumbent, based upon oral instructions, the VI Inspector General's Office mission, and overall VIIG policies, and the incumbents own editorial and literary judgment, must analyze the specific manuscript and decide which guidelines are most appropriate in particular cases and how to resolve conflicting or insufficient guidelines. To make an informed decision, the incumbent must maintain familiarity with a vast array of available style guides, writing guides, grammar references, thesauruses, and dictionaries.

## **FACTORS-4-COMPLEXITY**

The position involves researching, writing, editing, analyzing, evaluating, reviewing, and publishing a variety of products to include audit and inspection reports, investigative reports, reports to the Legislature and other Government agencies, research papers, articles, and other material intended for publications in both written and digital formats. The incumbent edits and revises as necessary, sometimes rewriting, to clarify language and format and to ensure that the highest possible scholarly, literary, and publishing standards are met.

## **WRITER-EDITOR**

**Page: four**

### **FACTORS-5-SCOPE AND EFFECT**

The purpose of the work is to provide direction and expert technical advice in communicating VI Inspector General's Office findings in all written projects and other communications products. Results of VI Inspector General's Office findings impact strongly on operations, missions, and personnel throughout the VI Government and could affect subsequent program and management decisions at the Office of the Governor and VI Legislature.

### **FACTORS-6-PERSONAL CONTACTS**

The incumbent has contact with authors, audit and investigative professionals and teams, supervisors, and executives from the highest levels of the inspectors general community and VI Government. The incumbent also has some contact with editorial contractors and research sources.

### **FACTORS-7-PURPOSE OF CONTACTS**

Contacts are for such purposes as acquiring outlines and drafts of reports, editing the same, consulting with experts, gathering information to write blurbs and biographical summaries, resolving queries regarding the content and presentation of printed and digital material, and ensuring timely publications.

### **FACTORS-8-PHYSICAL DEMANDS**

The work is sedentary. Occasionally, overtime may be required to meet short deadlines. The incumbent may travel inter-island by aircraft.

### **FACTORS-9-WORK ENVIRONMENT**

The work is performed in an office setting. Occasionally, the incumbent might be called upon to perform duties in a temporary duty status in a separate location, necessitating overnight or longer stays and performing work in other than an office setting.

### **MINIMUM QUALIFICATIONS**

Bachelor of Arts Degree in English, Journalism, or another related field. Plus at least two (2) years of proven work experience as an editor-writer or similar related profession.