

AUDIT COORDINATING ASSISTANT

DEFINITION

This position is based in the Office of the Virgin Islands Inspector General (VI Inspector General's Office) in the United States Virgin Islands. The position serves as the assistant to the Virgin Islands Inspector General (VIIG) and the Deputy Virgin Islands Inspector General (DVIIG), with full responsibility for providing major administrative support duties to enable those officers and the support staff of the VI Inspector General's Office to effectively carry out their duties.

The incumbent in this class is expected to exercise judgment and initiative in the execution of the required duties. Work is reviewed by the VIIG or the DVIIG upon completion for accuracy and correctness.

DUTIES (NOT ALL INCLUSIVE)

- Supervises the administrative staff functions which include such duties as:
 - Typing and proofreading of all correspondence, memoranda, and other documents;
 - Preparing on a timely basis time and attendance records, supplementary payrolls, personnel documents, leave record balances for employees, etc.; and,
 - Maintaining the entire filing system for the VI Inspector General's Office, which consists of correspondence, statistical reports, personnel files, audit reports and supporting working papers.
- Assists in the editing of technical audit reports for readability, clarity, punctuation, grammar, format and other similar purposes to ensure that reports are appropriate before publication and release.
- Coordinates the issuance of audit reports including reproducing, binding and distributing.
- Assists the VIIG and the DVIIG by performing necessary administrative duties dealing with the planning, coordination and formulation of budgetary data.
- Develops procedures needed for effectively controlling office administrative operations covering the mail and filing system, the reference library, managing office property, and determining needs and requirements for supplies and equipment.
- Assists the VIIG and the DVIIG in reconciling and posting balances to the ledgers for the VI Inspector General's Office, ensuring that posting errors are corrected.

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- Receives and routes all mail, referring to the VIIG and the DVIIG those incoming matters which require personal attention.
- Prepares replies to correspondence and memoranda on budgetary, personnel, procurement, travel and other administrative matters.
- Maintains the VIIG's confidential files ensuring the confidentiality of these documents.
- Maintains appointment calendar for the VIIG and the DVIIG and advises them of appointments and deadlines.
- Performs other related duties as required.

FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of the functions and organizational components of the VI Inspector General's Office.

Knowledge of governmental accounting theory, principles and practices.

Knowledge of laws, rules and regulations relating to the operations of the Virgin Islands Government.

Knowledge of the principles and techniques of modern office management,

Skill in operating an IBM compatible computer and word processing applications.

Ability to prepare and consolidate budget estimates and other financial, statistical and administrative reports.

Ability to plan, organize and supervise the work of the administrative section of the VI Inspector General's Office.

FACTORS-2-SUPERVISORY CONTROLS

The incumbent works under the general supervision of the VIIG and the DVIIG. The incumbent must exercise independent judgment and initiative in the performance of the required duties. Specific instructions are provided when special assignments arise. Completed assignments are reviewed for presentation, clarity and accuracy.

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FACTORS-3-GUIDELINES

Guidelines are general and include written rules and regulations governing the operations of a government agency. Judgment is required in the application of guidelines to specific situations. Other guidelines include the dictionary and executive secretary desk manual.

FACTORS-4-COMPLEXITY

The work requires determining which assignments should receive priority, keeping in mind deadlines. The incumbent must be constantly aware of accepted office practices and procedures, and the constant changes in procedures for operating a government agency. The incumbent performs a wide range of typing and administrative duties connected with the office of the VIIG and the DVIIG. Performs confidential and special functions as required.

FACTORS-5-SCOPE AND EFFECT

Integrity, competence and extensive knowledge of government operations are primary requisites of this position. The incumbent must be constantly aware of day-to-day events in the office in order to call the VIIG and the DVIIG attention to matters, which require their personal consideration and action. As a large number of matters must be handled in a confidential manner, it is important that the incumbent of this position be confidential, discrete and loyal. The duties of this position require tact, initiative, intelligence, independent judgment, and the ability to make sound decisions.

FACTORS-6-PERSONAL CONTACTS

Contacts are with visitors, telephone contacts, as well as officials and employees from other government and Federal agencies.

FACTORS-7-PURPOSE OF CONTACTS

The purpose of contact is to ascertain the needs of visitors and to refer them to the appropriate personnel. Personally, handles any needs or concerns the visitors may have with the VIIG and the DVIIG by arranging appointments as warranted. The incumbent also has frequent contact with local and Federal employees of the Virgin Islands Government on matters pertinent to the operations of the office.

FACTORS-8-PHYSICAL DEMANDS

The work is performed in an office setting. The operation of a motor vehicle may be required to accomplish certain assignments.

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FACTORS-9-WORK ENVIRONMENT

Work is performed in an office setting.

MINIMUM QUALIFICATIONS

Graduation from a four year college or university with major courses in political science, public or business administration, or a related field, and two (2) years managerial experience dealing with personnel, procurement and budgetary matters;

OR

Six (6) years experience in public or business administration, personnel, budgeting or procurement matters, which includes at least one year of experience as an Administrative Officer III or a related capacity.