

AUDIT COORDINATING OFFICER

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 employee in this class performs highly responsible administrative and secretarial assignments in order to ensure the smooth flow of operations within the administrative section of the VI Inspector General's Office. The incumbent reports to the Virgin Islands Inspector General (VIIG) and the Deputy Virgin Islands Inspector General (DVIIG) through the Audit Coordinating Assistant. The incumbent is expected to exercise considerable judgment and independence in performing the various responsibilities. In the absence of the Audit Coordinating Assistant, the incumbent is expected to assume some of the same duties. Work is reviewed by the VIIG and the DVIIG for accuracy and conformance with established guidelines.

DUTIES (NOT ALL INCLUSIVE)

- Types, edits, and proofreads all correspondence, memoranda, and other documents;
- 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.
- Assists in the issuance of audit reports including reproducing, binding and distributing.
- Assists in the preparation of time and attendance records, supplemental payroll, and personnel documents.
- Assists by performing necessary administrative duties dealing with the formulation and preparation of budgetary data.
- Maintains control of materials and supplies in stock for quick replacement of depleted items.
- Receives and stores supplies, and issues and distributes supplies to employees.
- Receives office visitors and telephone calls, providing information as needed.
- 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 laws, rules and regulations relating to the operations of the Virgin Islands Government.

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Knowledge of the principles and techniques of modern office management.

Knowledge of typing formats and procedures used by the VI Inspector General's Office in the preparation of audit reports.

Knowledge of grammar, spelling, punctuation, and English usage to identify and correct error.

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

Ability to work independently and exercise good judgment in carrying out work assignments

Ability to translate general administrative instructions into specific action.

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.

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 VI Inspector General's Office. Performs 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. The duties of this position require tact, initiative, intelligence, independent judgment, and the ability to make sound decisions.

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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. The incumbent also has frequent contact with local and Federal and 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.

FACTORS-9-WORK ENVIRONMENT

Work is performed in an office setting.

MINIMUM QUALIFICATIONS

Graduation from a recognized college or university with major work in business administration or a closely related field and one (1) year administrative experience;

OR

Two years experience as an Administrative Officer;

OR

Supervisory or general administrative experience may be substituted for the required college training on a one to one and a one-half year ratio, provided such substitution does not go below the 12th grade.