

AUDIT MESSENGER/CUSTODIAL

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 incumbent reports to his/her supervisor for instructions and assignments daily. The incumbent performs routine duties involving custodial and messenger work. No independent judgment is required, but recognition of a condition to be remedied is expected.

DUTIES (NOT ALL INCLUSIVE)

- Opens and closes office on a daily basis.
- Sweeps, mops, vacuums, scrubs, and waxes floors in the office. Also sweeps and cleans steps to the entrance of the office.
- Washes wall, windows, woodwork, and moves, arranges, dusts and polishes furniture and equipment.
- Empties wastepaper baskets.
- Organizes and secures materials and household supply in cabinets.
- Delivers and picks-up mail, messages, documents, packages and other items to and from government offices, the post office, or any other location that may be required.
- Makes photocopies of reports and correspondences.
- Performs limited filing when required.
- Performs other related duties as required.

FACTORS-1-KNOWLEDGE REQUIRED BY THE POSITION

Knowledge of materials, methods and techniques of custodial work.

Ability to understand and follow written and oral instructions.

Ability to perform moderately heavy manual work and to walk long distances.

Ability to drive a vehicle.

Ability to get along well with others.

Ability to learn simple and repetitive tasks readily.

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FACTORS-2-SUPERVISORY CONTROLS

The employee works independently on routine duties that were established when originally employed. Verbal assignments are usually received from the supervisor, who makes periodic checks of the work completed and in progress.

FACTORS-3-GUIDELINES

Duties to be performed are provided at the time of employment. The incumbent's only other guidelines are the use of cleaning equipment and supplies in accordance with product labels and instructions.

FACTORS-4-COMPLEXITY

The work involves recurring cleaning and messenger tasks like sweeping and cleaning of the office, delivering correspondence to and from several locations.

FACTORS-5-SCOPE AND EFFECT

The purpose of the work is to keep the office environment clean, correspondence delivery running smoothly, and assist with minor office duties. By accomplishing these tasks, the office staff can perform their duties in clean and orderly surroundings.

FACTORS-6-PERSONAL CONTACTS

Contacts are with coworkers and individuals at various department and agencies or locations where messages are delivered or picked-up.

FACTORS-7-PURPOSE OF CONTACTS

The purposes of contacts are for the delivery or pick-up of various messages, and deliveries, and the exchange of verbal instructions from supervisors.

FACTORS-8-PHYSICAL DEMANDS

The work involves considerable walking, lifting, standing, and sweeping. The operation of a motor vehicle may be required to accomplish certain assignments.

FACTORS-9-WORK ENVIRONMENT

Work is performed in an office setting, but at times require visits to various offices and locations on the island.

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MINIMUM QUALIFICATIONS

A high school diploma or its equivalent. A valid driver's license.