

# INSPECTOR GENERAL 1

Job Code	Pay Grade
19136	150

## **Nature of Work**

This is professional work in the Inspector General line of work (IG Career Series) performing basic audits and investigations for the county in areas such as fiscal, budgetary, personnel, procurement, contracting programs, and fraud, waste and abuse. An employee in this class performs basic internal audits and investigations based on programs designed to assure the accuracy and effectiveness of all operating policies, procedures, and systems. Duties include responsibility for review and appraisal of departmental operations to determine compliance with laws, rules, and regulations, and to assure the reliability, accuracy, and completeness of records. Work must conform to the applicable professional standards for audits and investigations of the organization. The position reports to a Senior Inspector General, Assistant Inspector General, or designated official.

## **Minimum Qualification Requirements**

- Bachelor's degree from an accredited college or university in business, finance, accounting, public administration (preferred major college education subject matter areas), or a related field that includes technical and professional education and training that evidences competency to assess, analyze, investigate, and/or evaluate information to ascertain and document compliance appropriate with applicable policies, procedures, and requirements.

## **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates possessing highly desirable qualifications or occupation related certifications that include:
  - Degree from an accredited college or university as prescribed by the Commission for Florida Law Enforcement Accreditation,
  - Certified Inspector General (CIG),
  - Certified Inspector General Auditor (CIGA),
  - Certified Inspector General Investigator (CIGI),
  - Certified Public Accountant (CPA),
  - Certified Fraud Examiner (CFE),
  - Certified Internal Auditor (CIA),
  - Certified Information Systems Auditor (CISA),
  - Certified Government Finance Officer (CGFO),
  - Certified in Risk and Information Systems Control (CRISC),
  - Certified Fraud Specialist (CFS),
  - Certified in Risk Management Assurance (CRMA),
  - Or other equivalent designations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all-inclusive.)**

- Conducts audits, investigations, reviews, and consulting projects in accordance with the International Standards for the Professional Practice of Internal Auditing, the Principles and Standards for Offices of Inspector General, and the Principles and Standards for the Commission for Florida Law Enforcement Inspector General Accreditation.
- Executes audit and investigative procedures.
- Performs interviews, collects supporting documentation, and reviews facts to substantiate conclusions in an investigation.
- Evaluates internal accounting and administrative controls in relation to cost benefits and effectiveness.

# INSPECTOR GENERAL 1 (continued)

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## Illustrative Tasks (continued)

- Assists in preparation of comprehensive audit reports, investigative reports, and special studies for review by supervisor.
- Assists State of Florida, federal, as well as other independent auditors and investigators.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of the following standards, procedures, and practices for audits and investigations, including the Principles and Standards for Offices of Inspector General of the Association of Inspectors General, International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors, and the Florida Inspectors General Standards Manual for the Commission for Florida Law Enforcement Inspector General Accreditation.
- Knowledge of systems of internal controls.
- Knowledge of accounting and/or business principles, procedures, and practices.
- Ability to apply auditing and management principles to the variety of policies, practices, and systems found in a large and complex governmental organization.
- Ability to apply computer applications and software.
- Ability to communicate effectively, both orally and in writing.
- Ability to comprehend and interpret Florida Statutes, Attorney General Opinions, and county policies and procedures.
- Ability to conduct investigations, including knowledge of generally accepted investigative practices, interviewing, and interrogation techniques.

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Revised	EEOC Code	Overtime Code
05/16	Professionals	Exempt