



Inspector General 1

Category: Exempt
Pay Grade: 150
Job Code: 19136

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs 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.

ESSENTIAL JOB FUNCTIONS (examples, 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;
- 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

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.

Special Qualifications (May be required depending on area of assignment):

- 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 required for a specific position.

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.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Balancing: Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.