



## Clerk of Circuit Court & Comptroller Okaloosa County

### Job Description Inspector General

Job Specifications			
<b>Classification:</b>	Exempt	<b>Department:</b>	Inspector General
<b>Supervisor:</b>	Clerk of Court & Comptroller	<b>Location:</b>	Crestview
<b>Salary Range:</b>	E-13	<b>Schedule:</b>	Monday - Friday 8am - 5pm
<b>Revision Date:</b>	October 16, 2023	<b>Revised By:</b>	Chelsea Law

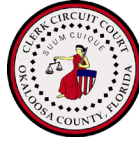
#### Job Summary:

Responsible for planning and directing the activities of the Clerk's Inspector General Department. This position is a direct report to the Clerk of Court & Comptroller and is responsible for directing the internal audit and investigative functions of the Clerk of Courts (Clerk) and Board of County Commissioners (Board).

#### Essential Job Functions:

The list of essential functions as outlined here is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such functions are a logical assignment to the position.

- Responsible for supervisory, administrative, and professional work planning, directing and performing the audit and investigative functions of the department.
- Develops a comprehensive audit plan identifying proposed audits using a risk-based approach to evaluate areas of the Board and Clerk.
- Provide final work paper review and ensures work papers for audits under their management comply with office policies and professional standards.
- Monitors assigned staff to ensure work is done as intended.
- Instructs, trains, and gives assignments to subordinates; evaluates the work performance of same.
- Reviews audit reports, investigative reports, and other work produced by subordinates and prepares comprehensive final reports for consideration by senior management.
- Provides counsel and advice to county officials on matters related to internal control, audit reports, investigative audit reports, special studies, and other related recommendations.
- Recommend corrective actions and suggestions for improvements.
- Responsibility for review and appraisal of department operations to conform to the professional standards of those contained in the standards for the Professional Practice of Internal Auditing and Standards of the Association of Inspector General and other recognized professional societies.
- Maintain required certifications and credentials and monitor that of staff.
- Stay current on all legislation, standards and literature affecting the profession.



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- Assists state, federal, and other independent auditors as required.
- Perform other job duties and special tasks as necessary.

### **Supervisory Responsibilities:**

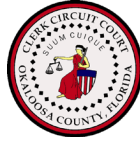
- Act as a role model for staff by maintaining the highest level of professional conduct as it relates to attendance, appearance and general conduct/behavior. Maintain confidentiality of work.
- Support and promote the Mission Statement and Code of Conduct of the Clerk of Courts.
- Mentor, coach and counsel employees. Foster a work environment that supports open expression of ideas and positive attitudes.
- Develop staff by affording them the opportunity to learn new tasks and skills.
- Provide direction in the development and refinement of SOPs. Play a more significant role in writing the procedures based upon the difficulty of the tasks. Ensure that all employees have access to current SOPs.

### **Specific Skills/Abilities:**

- Possess a working knowledge of auditing theory and principles, practices and governmental accounting.
- Ability to effectively communicate both verbally and in writing.
- Ability to work effectively with people and exercise sound judgment in evaluating situations and making decisions.
- Ability to plan, coordinate, assign, review, organize and supervise the work of others.
- Work requires proficiency in application software, including development of customized spreadsheets, use of data bases and word processing.
- Ability to research and understand statutes, policies and manuals to insure compliance in the areas of governmental accounting.
- Ability to manage multiple tasks and changing priorities while meeting critical deadlines.
- Ability to train and supervise professional employees.
- Possess a working knowledge of a Clerk of Courts Office in Florida and understand the dynamics of the relationship with the Board of County Commissioners.
- Possess a valid driver's license.

### **Education and Experience Required:**

Bachelor's degree in Accounting, Auditing, Finance, or related discipline from a four-year college or university; appropriate certification (i.e. Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), Certified Inspector General (CIG), Certified Inspector General Auditor (CIGA), Certified Inspector General Investigator (CIGI), and



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Certified Fraud Specialist (CFS). and 5 years of professional auditing or fraud investigative experience, preferably in governmental agencies that includes 2 years supervising staff.

### **Physical Demands:**

- Walking, standing, or sitting for extended periods of time.
- Requires stooping, bending, and lifting.
- Must be able to lift 30 lbs.

### **ADA Compliance:**

The Okaloosa County Clerk of Courts is an Equal Opportunity Employer. ADA requires the Clerk of the Court to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### **Employee Acknowledgement:**

I have read this job description and I fully understand all my job duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.