



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

**CLASSIFICATION TITLE: INSPECTOR GENERAL**

### GENERAL DESCRIPTION OF DUTIES

Under administrative direction, the purpose of this position is to provide complete oversight and execution of the internal auditing and investigative services for the Clerk & Comptroller's office. This position, when requested and as deemed appropriate, may provide internal auditing and investigative support to the Palm Beach County Board of County Commissioners. Work is performed in accordance with the International Standards for the Professional Practice of Internal Auditing and the standards of the Association of Inspectors General. Incumbent provides management assistance to improve operations.

### SPECIFIC DUTIES AND RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, 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 herein if such functions are a logical assignment to the position.

Develops and implements a comprehensive audit plan; establishes objectives, approach, scope and work program to accomplish audit objectives in accordance with professional and departmental standards and within time constraints

Directs the conduct of audits; plans and directs the work of subordinate supervisors and professional auditors engaged in conducting operational, compliance and financial audits; oversees follow-up of completed audits

Directs the conduct of investigations, inspections, evaluations and reviews of civil and administrative matters that may involve activities, records and individuals; coordinates matters requiring criminal investigations and further civil and administrative review with appropriate law enforcement agencies

Directs the receipt and investigation of complaints and issues that involve allegations of fraud, waste, abuse and ethical misconduct received from various sources (hotline, management or staff input, regular audits)

Establishes department priorities, goals and objectives; structures the organization of the department for effective work performance, efficient resource allocation and to effectively achieve departmental goals

Consults with Clerk & Comptroller and executive management regarding priorities and scope of upcoming projects and potential audit report findings

Acts as a liaison with local and state agencies and the Clerk's external auditor regarding audit findings

Establishes and manages relationships with external auditors and law enforcement agencies

## INSPECTOR GENERAL

Reviews and evaluates completed work, findings and recommendations; reviews audit reports and analyzes for thoroughness and conformance with audit program guidelines and professional auditing standards; ensures accuracy and completeness including explanation of audit objectives, scope of examination, methodology and procedures, recommendations, and presentation exhibits

Performs personnel management functions, i.e., selection, training, guidance, performance evaluation, disciplinary action

Participates in organizational strategic planning

Oversees productivity and performance of staff under charge for compliance with established goals, objectives, and policies and procedures, as well as to evaluate efficiency and effectiveness in work accomplished; provides direction on proper documentation techniques, data gathering, analysis methods, and quality and quantity of audit documentation

Prepares department annual operating, capital and supplemental budgets; monitors departmental budget activity to ensure proper use and allocation of funds; requests budget transfers to cover shortages in budget line items; and, ensures proper use and custody of Clerk & Comptroller assets

Oversees and participates in research, procedural and administrative studies to evaluate and enhance the agency's audit and investigative services; formulates recommendations; ensures improvements or modifications are implemented

Prepares and reviews various forms, reports, correspondence, audit program guides, audit procedures, checklists, findings, recommendations, spreadsheets, or other required documents

Maintains current knowledge of trends and developments in governmental auditing and governmental accounting principles and practices for application to responsibilities under charge; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

Est. 1/2006

Rev. 6/2007, 8/2009, 9/2012, 2/2013, 4/2014

