

Florida State Courts System Class Specification

Class Title: Inspector General

Class Code: 9080

[Pay Grade 35](#)

General Description

The essential function of the position within the organization is to conduct and/or supervise audits, investigations and management reviews relating to programs and operations of the Florida State Court System, in accordance with 20.055, Florida Statutes. The position is responsible for staff supervision; planning and conducting audits, investigations and management reviews; policy and procedure compliance; preparing budgets; and performing administrative functions, including reporting. The position works independently, reporting major activities through periodic meetings with the Chief Justice.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Conducts audits, investigations and management reviews relating to programs and operations of the State Courts System to promote accountability, integrity and efficiency within the System.

Makes recommendations for corrective action for problem areas as appropriate and conducts follow-up reviews to ensure efficient resolution of problems/issues.

Supervises audits, investigations and management reviews conducted by staff to ensure compliance with organizational policy and procedures and state and federal regulations and laws.

Performs periodic reviews of State Courts System policies and procedures to identify deficiencies; makes recommendations for improvements as appropriate.

Develops short and long range plans for the area of responsibility; oversees implementation of plans to ensure adherence to organizational standards, policy and procedures, and to make adjustments as needed.

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Develops, presents, and defends budget requirements; oversees and approves departmental expenditures; prepares financial forms and reports.

Manages administrative matters such as conducting special studies, preparing routine or special reports, or providing for staff technical or professional growth.

Conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; makes recommendations for policies, procedures, or methodologies based on findings.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Mentors others by advising, counseling, or guiding them regarding problems that may be resolved by legal, scientific, clinical, spiritual, or other professional principles.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the conducting of audits or investigations, or through developing and recommending policy as legal counsel.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

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Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Supervises the handling of machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of a standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing or custom applications.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Master's degree in accounting, business administration, public administration or a closely related field.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience, which includes experience as an internal auditor or independent post auditor, electronic data processing auditor, accountant, or any combination thereof.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

State of Florida Certified Public Accountant licensure or Certified Internal Auditor certificate is preferred.