



**GOVERNMENT OF THE VIRGIN ISLANDS
invites applications for the position of:**

Storeroom Motor Vehicle Officer (Dept'l Promotion Only)

SALARY: \$35,919.00 - \$52,287.00 Annually

OPENING DATE: 08/06/20

CLOSING DATE: 08/20/20 11:59 PM

DESCRIPTION:

Under the guidance of the Special Assistant to the Director, the employee in this position is responsible for physically storing, maintaining, and retrieving all prior year tax returns, etc. from the designated storage area. He/she works to ensure that all vehicles assigned to the department are maintained in accordance to established procedures and applicable warranties, insuring and registering the department's vehicles when applicable.

DUTIES AND RESPONSIBILITIES:

DUTIES (NOT ALL INCLUSIVE)

- Maintains a daily usage log and supervises maintenance of the fleet at the Bureau of Internal Revenue (BIR).
- Administers the receipt and distribution of documents. Maintains documents in the archives and physical items in the warehouse.
- Coordinates inter-island shipment of documents. Prepares shipping documentation, interacts with mailing agent and verifies receipt of documents.
- Retrieves and files tax returns from archives. Removes items such as (boxes, shelves, chairs, etc.) from the BIR and stores them in the warehouse.
- Generates periodic reports (summary and statistical) on fleet management and an inventory of items in the warehouse.
- Performs other duties as required or assigned by the Special Assistant to the Director, which are reasonably within the scope of the duties enumerated above.

MINIMUM QUALIFICATIONS:

High School Diploma or its equivalent, a valid driver's license and a minimum of three (3) years experience in storeroom and vehicle management.

POSITION FACTORS:

FACTOR 1 - KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of BIR polices and procedures.
- Knowledge of functions and locations to pick up and deliver documents.
- Knowledge of fleet maintenance.

FACTOR 2 - SUPERVISORY CONTROLS

The Special Assistant to the Director generally supervises the Storeroom/Motor Vehicle Officer and defines the objectives, priorities and deadlines. The Storeroom/Motor Vehicle Officer is expected to work with minimal supervision.

FACTOR 3 - GUIDELINES

The guidelines consist of pre-determined on-the-job procedures. Judgment must be used in interpreting and applying guidelines. Ingenuity, resourcefulness and good judgment are required to resolve some of the issues that will arise.

FACTOR 4 - COMPLEXITY

The job requires attention to detail and managing multiple tasks.

FACTOR 5 - SCOPE AND EFFECT

The scope of the work affects the entire BIR. The incumbent is responsible for overseeing Storeroom administration for the Districts of St. Thomas/St. John and St. Croix.

FACTOR 6 - PERSONAL CONTACTS

The Storeroom/Motor Vehicle Officer interacts with personnel of BIR and some external vendors.

FACTOR 7 - PURPOSE OF CONTACTS

Contacts are made in person, through phone calls with BIR staff to manage the fleet, the warehouse and the archives.

FACTOR 8 - PHYSICAL DEMANDS

There are some physical demands. The job requires occasional lifting and transporting boxes and other items to the warehouse.

FACTOR 9 - WORK ENVIRONMENT

The work environment is both in an office setting and the field. There are no significant risks or discomforts associated with this position.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.dopusvi.org>

Position #201901431
STOREROOM MOTOR VEHICLE OFFICER (DEPT'L PROMOTION ONLY)
ZG

United States
Territorywide, VI 00802

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Storeroom Motor Vehicle Officer (Dept'l Promotion Only) Supplemental Questionnaire

- * 1. Do you have a High School Diploma or equivalent?
 - Yes
 - No
- * 2. Do you have three (3) years of work experience in storeroom and vehicle management?
 - Yes
 - No
- * 3. Are you employed with the Virgin Islands Bureau of Internal Revenue on St. Croix?
 - Yes
 - No
- * 4. Do you possess a valid Virgin Islands Driver's License?
 - Yes
 - No
- * 5. The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Please note that in order to qualify for a position you must satisfy the criteria outlined in the minimum qualifications section of the vacancy announcement and submit supporting documentation. If your application does not have the required documents attached - High School Diploma, High School Transcript, College Degree, College Transcripts,

DD214, Certifications, Specialized Licenses, Resume or Valid ID - you will be disqualified from continuing with the recruitment process. Do you Accept?

Yes

No

* Required Question