



## Government Publishing Office-Office of the Inspector General Quality Assurance Specialist

**Pay scale & grade** PG 14

**Salary** \$121,316 to \$157,709 per year

**Appointment type** Permanent

**Work schedule** Full-Time

This position is part of the Office of the Inspector General (OIG), Government Publishing Office in Washington, District of Columbia.

### **Responsibilities**

As a Quality Assurance Specialist, your typical work assignments may include the following:

Serves as the subject matter expert (SME) for quality control methods, principles and practices.

Ensures that all Office of Inspector General products conform to writing and federal communication standards established under Public Law 111-274-Plain Writing Act of 2010.

Ensures that all OIG products conform to Section 508 of United States Workforce Rehabilitation Act of 1973 (29 USC & 794d).

Ensures that all OIG products are consistent with GPO Style Manual and adhere to OIG presentation requirements for writing style including OIG logo.

Ensures that Semi-annual Reports to Congress, Congressional correspondence, and Inspector General (IG) Congressional testimony effectively responds to the information requested.

Continuously evaluate OIG work products for clarity and quality and provide recommendations to IG and Deputy IG.

Travel Required Not required

Supervisory status No

Promotion Potential GS-14

## **Qualifications**

**To qualify for the Quality Assurance Specialist, PG -1910-14, you must meet the following requirements:**

Incumbent must have specialized experience at the next lower grade level PG-13 or GS-13 to qualify for this position. Specialized experience at next lower grade level may include the developing, planning, leading, executing and coordinating of quality assurance and compliance evaluations of OIG policies, reports, work plans, audits, investigations, evaluations, and inspections to validate that the end product is acceptable and complies with OIG policies, procedures, and/or generally accepted government auditing standards and the Council of the Inspectors General on Integrity and Efficiency.

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