



Department of Property & Procurement

Government of the United States Virgin Islands

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[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



NOTICE OF VACANCY

POSITION TITLE: ASSETS & RISK LOSS TECHNICIAN
LOCATION: PROPERTY & PROCUREMENT – ST. CROIX DISTRICT
SALARY RANGE: \$35,130 **GRADE:** US 23/01
POSTING DATE: DECEMBER 17, 2019 – DECEMBER 31, 2019

BRIEF JOB DESCRIPTION

UNDER THE GENERAL SUPERVISION OF THE DIRECTOR OF ASSET MANAGEMENT, DEPUTY COMMISSIONER AND THE COMMISSIONER AND WORKING IN COLLABORATION WITH OTHER DESIGNATED INTERNAL AND EXTERNAL MANAGERS AND LOSS PREVENTION FUNCTIONS. A PERSON WORKING IN THIS CAPACITY MANAGES ASSETS AND RISK/LOSS PREVENTION FUNCTIONS; EXAMINES INSURANCE PROTECTION TO SECURE GREATEST COVERAGE OF ASSETS AT LOWEST COST; ASSURES COMPLIANCE WITH LOCAL AND/OR FEDERAL ASSETS COSTING, DEPRECIATION AND REPORTING REQUIREMENTS; REVIEWS AND MAINTAINS TRANSACTION RECORDS FOR THE ACQUISITION, IMPROVEMENT, DEPRECIATION AND DISPOSAL OF GOVERNMENTAL ASSETS. ALSO, PERFORMS OTHER RELATED DUTIES AS REQUIRED.

REQUIRES EDUCATION AND/OR EXPERIENCE

A BACHELOR'S DEGREE IN BUSINESS, ACCOUNTING, FINANCE OR A RELATED FIELD; OR ITS EQUIVALENCE IN TRAINING AND WORK EXPERIENCE PLUS DEMONSTRATED KNOWLEDGE AND EXPERIENCE IN ASSETS MANAGEMENT AND/OR COST ACCOUNTING AND REPORTING FOR FEDERALLY AND LOCALLY FUNDED PROGRAMS.

HOW TO APPLY

PLEASE APPLY THROUGH THE EMPLOYMENT APPLICATION FOUND ON THE DIVISION OF PERSONNEL'S WEBSITE, WWW.DOPUSVI.ORG.

THE DEPARTMENT OF PROPERTY AND PROCUREMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

Anthony D. Thomas

Commissioner

Department of Property and Procurement