

## **Audit Team Lieutenant (Team Lieutenant)**

**The team lieutenant will provide administrative supervision and guidance for the assigned team personnel and related projects. Responsibilities include but are not limited to:**

- **Review, approve, and submit proposal memorandums to Operations for Unit Commander approval.**
  - **Assign projects to team personnel and identify the project manager and assistant project manager.**
  - **Review and approve all phases of the audit process and documentation to ensure timeliness.**
  - **Participate in entrance and/or exit meetings.**
  - **Facilitate communication between Department management.**
  - **Conduct meetings with team personnel to obtain updates and provide guidance.**
  - **Supervise the Quality Assurance Review phases.**
  - **Ensure edits for reports are completed.**
  - **Review final audit binders for completeness.**
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