

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AUDITOR I -
 Internal Audit

SALARY GROUP: B15

DEPARTMENT: Internal Audit Division

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B. Knowledge and Skills

1. Knowledge of professional audit standards promulgated by the Institute of Internal Auditors and the U.S. Comptroller General.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
4. Skill to process and assimilate large amounts of reading materials.
5. Skill to interpret and apply rules, regulations, policies, and procedures.
6. Skill to trace transactions to original document for verification purposes.
7. Skill to gather, analyze, evaluate, and accurately summarize relevant audit information.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, and working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.