

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AUDITOR II -
 Internal Audit

SALARY GROUP: B17

DEPARTMENT: Internal Audit

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE).
2. Six months full-time, wage-earning experience in internal auditing.
3. Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor, or Certified Government Auditing Professional preferred.

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. Knowledge of computer technology principles, terminology, and various automated systems.
4. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
5. Skill to process and assimilate large amounts of reading materials.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill to trace transactions to original document for verification purposes.
8. Skill to gather, analyze, evaluate, and accurately summarize relevant audit information.
9. Skill to compose clear and concise audit procedures, findings, and recommendations.
10. Skill to communicate ideas clearly and concisely.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill in problem-solving techniques.

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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, 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.