

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: AUDITOR IV -
 Internal Audit

SALARY GROUP: B21

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. Thirty 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 and instructions clearly and concisely.
11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.

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12. Skill in administrative problem-solving techniques.
13. Skill to prepare and maintain complex records and files in an automated system.
14. Skill to train others in audit techniques and in the accomplishment of audit objectives.
15. Skill to review technical data and prepare technical reports.
16. Skill to lead an audit team.
17. Skill to complete and assemble audit working papers into a final report.
18. Skill in presenting effective public presentations of audit results and justifications.
19. Skill to develop and evaluate audit programs.

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.