

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: INFORMATION TECHNOLOGY AUDITOR I -  
Information Technology Auditor

SALARY GROUP: B21

DEPARTMENT: Internal Audit

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Scott Hornung DATE: 10/23/2014

POSITION #: 016023

**I. JOB SUMMARY**

Performs entry-level information systems auditing. Work involves assisting in the planning and conducting of technical audits of information systems, platforms, and operating procedures; and assists in preparing audit findings regarding the efficiency, accuracy, and security of financial and non-financial programs. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Performs routine audit work to include identifying and defining issues, developing criteria, reviewing and analyzing evidence, and documenting client processes and procedures; provides technical support to include assessments of the reliability of computer-processed data used in performance and financial audits; and examines information technology control elements to mitigate information technology risks regarding the confidentiality, integrity, and availability of business information.
  - B. Participates in auditing technology platforms, information systems, and information technology operating procedures and examines information technology internal controls and security; performs information technology security reviews and information technology and application control reviews to address audit objectives; assists in the retrieval and analysis of data; and assists in the preparation of flow charts that depict the flow of data through systems, the interactions with manual processes, and the critical controls that ensure data integrity.
  - C. Participates in the development and application of an Information Technology framework to identify the audit universe of information technology activities, rate the relative risk of those activities, and define the scope and objectives of potential audits; and provides recommendations on the use, integration, maintenance, and enhancement of an entity's information technology systems.
  - D. Assists in preparing audit reports dealing with complex and sensitive issues in a timely manner for internal and external audiences.
- \* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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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). Major course work in Business Administration, Accounting, Management Information Systems, or a related field preferred. Each year of experience as described below in excess of the required seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning information technology auditing, control, or security experience. Thirty semester hours from a college or university accredited by an organization recognized by the CHEA or by the USDE may be substituted for each year of experience on a year-for-year basis.
3. Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Information Systems Security Professional (CISSP) preferred.

**B. Knowledge and Skills**

1. Knowledge of local, state, and federal laws and regulations relevant to the program areas.
2. Knowledge of the principles and practices of public administration and management.
3. Knowledge of generally accepted information technology audit and financial standards and practices, of information technology security and control practices, and of information technology management practices and control frameworks.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to establish goals and objectives.
6. Skill to develop and evaluate administrative policies and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill to review technical data and prepare technical reports.
9. Skill in public address.
10. Skill to communicate ideas and instructions clearly and concisely.

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11. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
12. Skill to interpret and apply rules, regulations, policies, and procedures.
13. Skill in the use of computer-assisted audit techniques (CAAT) preferred.

**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.