

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: AUDITOR III –  
Field Services Specialist

SALARY GROUP: B19

DEPARTMENT: Community Justice Assistance Division

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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: Manny Rodriguez DATE: 02/09/2016

POSITION #: 100149

**I. JOB SUMMARY**

Performs moderately complex auditing work. Work involves examining, investigating, and reviewing records, reports, financial statements, and management practices to ensure legal compliance with state statutes and internal regulations; conducting audits for program economy, efficiency, and effectiveness; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Participates in developing measurement tools and effective techniques for evaluating Community Supervision and Corrections Department (CSCD) program activities and services; and ensures compliance with state and federal standards and laws and agency policies and procedures.
- B. Conducts on-site visits and programmatic performance reviews of residential and non-residential CSCD offices; studies and analyzes operations, observes activities, and examines accounting records and management practices and procedures; and prepares reports of findings, outlines discrepancies, and recommends corrective actions and necessary changes.
- C. Assists in planning and organizing review schedules; develops review objectives, procedures, and deliverables; and coordinates the preparation of project files, records, and other documentation.
- D. Works with CSCD staff, directors, and administrative judges in determining trends and resolving technical problems; and provides technical assistance and training at the unit and departmental levels.

\* 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, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning criminal justice experience.
3. Technical review, program evaluation, or program administration experience preferred.
4. Community supervision experience preferred.

**B. Knowledge and Skills**

1. Knowledge of adult offender community-based sanctions and programs used in statewide community corrections programs and residential facilities.
2. Knowledge of technical, operational, and compliance review procedures and techniques.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of CJAD's standards and guidelines and statutory authority for community corrections programs and residential facilities preferred.
5. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill in administrative problem-solving techniques.

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11. Skill to prepare and maintain accurate records, files, and reports.
12. Skill to review technical data and prepare technical reports.
13. Skill to conduct field examinations and reviews.

**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.