

**TEXAS BOARD OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MANAGEMENT ANALYST III -
 Internal Audit

SALARY GROUP: B22

DEPARTMENT: Internal Audit Division

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Master's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United State Department of Education (USDE). Major course work in Business Administration, Accounting, Criminal Justice, or a related field preferred.

or

Juris Doctor (J.D.) degree from a college or university accredited by an organization recognized by the CHEA or by the USDE.

2. Three years full-time, wage-earning experience in program administration under the purview of the Texas Department of Criminal Justice, Texas Board of Pardons and Paroles, Windham School District, or similar state department of corrections.

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 professional audit standards promulgated by the Institute of Internal Auditors or the United States Comptroller General.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill to review technical data and prepare technical reports.
10. Skill in public address.

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11. Skill to manage program activities.
12. Skill to establish goals and objectives.
13. Skill to develop and evaluate administrative policies and procedures.

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, calculator, copier, fax machine, telephone, dolly, and automobile.