

**EXCITING CAREER OPPORTUNITY!
THE OREGON SECRETARY OF STATE
AUDITS DIVISION IS RECRUITING FOR
STAFF AUDITORS (REGULAR AND UNDERFILL)
TO JOIN OUR
INFORMATION TECHNOLOGY AUDIT TEAM
\$4,182—\$6,159 Monthly**



The Oregon Secretary of State is one of three constitutional offices created at statehood. An independent constitutional office, the Secretary of State answers directly and solely to the people of Oregon.

Our Mission: The Secretary of State is the keeper of Oregon's history, the auditor of public funds, the first stop for Oregon businesses and the chief elections officer We:

- ⇒ Engage Oregonians
- ⇒ Innovate for the Future
- ⇒ Deliver results

Our Vision: The Secretary of State delivers better results for Oregonians through:

- ⇒ More effective and efficient service delivery;
- ⇒ Greater transparency and accountability;
- ⇒ Using innovation to connect Oregonians to their government

Our Values:

- ⇒ Foster innovation
- ⇒ Simplify
- ⇒ Promote continual job improvement
- ⇒ Build effective partnerships

The Secretary of State employs approximately 200 full-time, part-time and temporary employees. The Secretary oversees the functions of seven program Divisions: Archives, Audits, Business Services, Corporation, Elections, Human Resources and Information Systems.

For more information about the Secretary of State's office go to: www.sos.state.or.us



**CLASSIFICATION: STATE AUDITOR 2
WORKING TITLE: Staff Auditor
CLASS NUMBER: C5682
ANNOUNCEMENT NUMBER: SOS16-016**

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER



Salem, Oregon

Salem, Oregon is a growing community located in the heart of the Willamette Valley. The Willamette Valley is one of the most fertile and agriculturally productive regions in the world. The area is dotted with cities, farms, and forests and is considered one of the most livable areas of the country, offering a low cost-of-living, quality schools, and mild weather. The city covers 47 square miles and has a population of approximately 147,215. Salem, the state capital, is one of the valley's oldest cities and the third largest city in Oregon. The principal industries are agriculture, Government, food processing, lumber, manufacturing, education, and tourism. Salem has both private and public schools, pre-school through university level. There are four universities, a law school, and two community colleges within a 30-mile radius.

The Salem area is rich with parks, rivers, lakes, and recreational activities, including hiking, fishing, biking, boating, equestrian trails, organized children's sports and activities, Saturday artisan markets, theatre, museums, art fairs, music fairs, and the Oregon State Fair. A short driving distance to the east is world class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. To the north is Portland, Oregon's cultural hub and largest city, and to the south are the rivers and canyons of the beautiful Rogue Valley and the annual Oregon Shakespeare Festival in Ashland.



Compensation and benefits

The Secretary of State offers an exceptional compensation and benefits program committed to employee well-being which includes:

- 9 paid holidays
- 24 hours of Personal Business
- Vacation leave and sick leave earned monthly
- A generous contribution toward individual and family health and dental insurance
- Employer paid \$5,000 basic life insurance with additional coverage available including long and short-term disability plans, accidental death and dismemberment plans and long-term care insurance
- Option to participate in the Oregon Savings Growth Plan, a deferred compensation program offering a wide variety of investment options
- Flexible spending accounts (FSA)



P^{osition} Description

Staff Auditor participates on financial, performance and/or information technology audits, as well as fraud investigations of various state agencies and local entities. They work under the general direction and oversight of a lead auditor and/or audit manager. Below are the general descriptions of each of the three types of audits we perform at the Audits Division. **This recruitment is for Staff Auditors on our information technology audit team.**



- **Information Technology audits:** Review and evaluate information systems general and application controls and system development life cycles. Test and evaluate the effectiveness of controls. Assist in formulating conclusions about the operation of agency information technologies.
- **Financial audits:** Review fiscal and accounting functions and systems. Evaluate agency grant programs and/or activities, functions and programs of contractors/grantees including financial and compliance audits of contracts/grants. Review and evaluate internal controls. Review and test accounting records. Develop estimates and expectations of financial statement accounts. Review financial trends and analyze variances. Analyze financial statement account balances and draw conclusions. Review and test compliance with state and/or federal laws and regulations.
- **Performance audits:** Review organization and/or functional activities, programs, or units with the ability to address multiple issues involving a wide range of subject matter. Analyze and synthesize a broad array of quantitative and qualitative information about an organization's resources, workloads, and results to prepare recommendations on operational, budgetary, organization and other administrative matters.

T^o Qualify

Your application must demonstrate education and experience in the following:

- A Bachelor's Degree in computer science, management information systems, accounting, or business administration, or a degree in any field that included 24 quarter or 18 semester credit hours in one of more of the above referenced disciplines; **AND**
- One (1) year of professional level information technology (IT) auditing experience. **OR**

UNDERFILL OPTION:

The goal of this recruitment is to fill these positions at a Staff Auditor level, which is classified as a State Auditor 2. However, we may consider under-filling the position at the State Auditor 1 level (\$3,521,- 5,179 per month) which would allow the candidate up to one year to meet the above minimum qualifications. Therefore, candidates who meet ONLY the education requirements stated above are encouraged to apply.

Applicants who are currently enrolled in their final year of school and who are expecting to complete their degree by June 30, 2017 may apply now. Unofficial transcripts must be submitted with your application material. Proof of graduation will be required prior to appointment, if selected.

Successful candidates must pass a criminal history check as well as a thorough background investigation. Adverse background data may be grounds for immediate disqualification.

Transcripts are required to be attached to your application if you are using education or coursework to meet the minimum qualifications. Transcripts must clearly show 1) your name; 2) the name and address of the institution; 3) the degree received and; 4) required courses completed with a passing grade. For application purposes, photocopies are acceptable; however official or original documents may be requested to validate education.

Additional Information

This recruitment is “Open until Filled”, however, we encourage applicants to apply early as applications can be reviewed at any time and the first set of applications are tentatively scheduled to be reviewed October 17, 2016.

Application materials must be received by the close date, and must be complete and legible. The Secretary of State’s office is not responsible for materials that are late, misdirected, illegible or missing as a result of transmitting through the State of Oregon, E-Recruit system. No exceptions will be made.

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found at www.oregonjobs.org.

Please pay special attention to the Application Instructions in the announcement to ensure your application materials are submitted correctly.

This position is posted on the Oregon E-Recruit System. Click [here](#) to view the complete announcement and apply online.

Important Notice– E-Mail addresses Now Required

The state of Oregon is now requiring all applications have a valid email address.

The Secretary of State’s Office does not have procedures or policies in place for VISA sponsorships. Within three-days of hire, you will be required to complete the US Department of Homeland Security’s I-9 form confirming authorization to work in the United States.

The selection process consists of a review of your application materials and an evaluation of your education, experience and training. Please note that your response will also be evaluated for English usage, grammar, spelling and punctuation. Qualified applicants whose background most closely matches the needs of the position will be invited to interview. Final candidates may be asked to participate in additional interviews.

***The Oregon Secretary of State is
an equal opportunity, affirmative action employer
committed to a diverse work place***

***We are not looking for people who are looking for a job,
we are looking for people
who want to serve the State of Oregon***