



The Oregon Secretary Of State's Audits Division is Recruiting for an

Performance Senior Auditor

(State Senior Auditor/State Staff Auditor – Underfill Option)

Application Deadline: 08/23/2026

State Staff Auditor (C5682):



\$6,061 - \$9,364/month
Non-PERS

\$6,425 - \$9,931/month
PERS



Underfill – State Staff Auditor (C5681):

\$5,781 - \$7,700/month
Non-PERS

\$6,130 - \$8,160/month
PERS

ABOUT THE AGENCY

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

Our Mission

Build trust between the people of Oregon and our state government so that public services can make a positive impact in peoples' lives.

Our Vision

We envision an Oregon without barriers, where we lead with our values and believe every voice should be heard. We do so by:

- Building equitable access to our democracy.
- Making tools easily available to achieve economic success.
- Ensuring state resources are used sustainably, efficiently and accountable to the public.
- Honestly acknowledging Oregon's history.

The Secretary of State employs approximately 245 full-time, part-time, and temporary employees. The Secretary oversees the functions of seven program divisions: Archives, Audits, Corporation, Elections, Business Services, Information Systems, and Human Resources.

Our Values

[Access For All](#)

We elevate equity through identifying and actively eliminating barriers.

[Authenticity](#)

We have integrity and are honest and true to ourselves and others.

[Clarity](#)

We share stories, using plain language to increase understand and impact.

[Respect](#)

We are committed to serving the people of Oregon and strive to understand all viewpoints.

[Service](#)

We are responsive and prioritize the needs of current and future Oregonians we serve.



CLASSIFICATION: State Senior Auditor/State Staff Auditor – Underfill Option

WORKING TITLE: Performance Senior Auditor

CLASS NUMBER: C5682 / C5681

ANNOUNCEMENT NUMBER: REQ-199698

WHAT YOU WILL DO:

In this role, you will conduct and issue financial and compliance audits, as well as conduct investigations of potential misuse of state resources by state agencies, local governments, or contractors receiving state or federal funds from state agencies.

This is accomplished in part by, but not limited to:

- Reviewing laws, policies, and prior audits to understand the organization under audit.
- Analyzing organizational structures, budgets, and procedures.
- Identifying relevant laws, regulations, and criteria related to audit objectives.
- Assisting in interviews with agency staff, stakeholders, and experts.
- Researching standards to guide audit testing.
- Assisting higher-level auditors with risk assessments and audit planning activities.
- Documenting and formulating audit findings and conclusions.
- Communicating audit information with internal management and the audited organization.

For explicit duties, please request a copy of the position description from HR.SOS@SOS.oregon.gov.



TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Your application must demonstrate education and/or experience in the following:

Bachelor's degree or higher in Business or Public Administration, Public Policy, Behavioral or Social Sciences, or related field, **AND** **One (1) year** of professional level governmental audit experience conducting performance audits following Generally Accepted Government Auditing Standards (GAGAS or Yellow book) for performance audits, or IIA's International Standards for the Professional Practice of Internal Audits (Redbook).

OR

An **Associate's degree or higher** in Business or Public Administration, Public Policy, Behavioral or Social Sciences, or related field; **AND** **Three (3) years of professional** level governmental audit experience conducting performance audits following Generally Accepted Government Auditing Standards (GAGAS or Yellow book) for performance audits, or IIA's International Standards for the Professional Practice of Internal Audits (Redbook) for another state government comparable to the Oregon Secretary of State's office.

OR

A combination of experience or education equivalent to five (5) years' experience that typically supports the knowledge and skill requirements listed for the classification, **with up to three (3) years credit for professional level governmental audit experience** conducting performance audits following Generally Accepted Government Auditing Standards (GAGAS or Yellow book) for performance audits, or IIA's International Standards for the Professional Practice of Internal Audits (Redbook) for another state government comparable to the Oregon Secretary of State's office.

Remote working arrangements may be available upon manager approval.

For more information about the Oregon Office of Secretary of State, please visit: [State of Oregon: Oregon Secretary of State](#)



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TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

Underfill Option:

The goal of this recruitment is to fill these positions at the State Senior Auditor level. However, if we are not able to fill these positions at the higher level, we may consider underfilling these positions at the State Staff Auditor level until the selected candidate(s) meet the minimum qualifications for the State Senior Auditor. Therefore, candidates who meet only the requirements stated below may apply for this recruitment. Once the State Staff Auditor obtains one (1) year of experience they promote to State Senior Auditor. Underfill assignments will not exceed one year.

To be considered for this option, your application must demonstrate education and/or experience in the following:

A **Bachelor's Degree or higher** in Business or Public Administration, Public Policy, Behavioral or Social Sciences, or related field;

OR

An **Associate's degree or higher** in Business or Public Administration, Public Policy, Behavioral or Social Sciences, or related field; **AND Two (2) years** of professional level governmental audit experience conducting performance audits following Generally Accepted Government Auditing Standards (GAGAS or Yellow book) for performance audits, or IIA's International Standards for the Professional Practice of Internal Audits (Redbook) for another state government comparable to the Oregon Secretary of State's office.

OR

A **combination of experience or education equivalent to four (4) years' experience** that typically supports the knowledge and skill requirements listed for the classification, **with up to two (2) years credit for professional level governmental audit experience conducting performance audits following Generally Accepted Government Auditing Standards (GAGAS or Yellow book) for performance audits, or IIA's International Standards for the Professional Practice of Internal Audits (Redbook) for another state government comparable to the Oregon Secretary of State's office.**



Your application must demonstrate education and/or experience in the following:

TO QUALIFY

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our desired qualifications listed.

- Communicate well, verbally and in writing; attentively listen to others and clearly and accurately express ideas and document audit support.
- Use word processing, spreadsheet, database and presentation software; use descriptive statistics and sampling methods.
- Investigate situations and find facts. Analyze and assess data or information.
- Works well as part of a team and independently.
- Organize work assignments and manage time efficiently.
- Think critically, logically, laterally, and creatively.
- Work cooperatively and develop positive relationships with others.

Preference may be given to candidates who have completed college level auditing coursework and/or who have experience where job duties included work in any of the following areas:

program evaluation, which includes collecting, analyzing, and using information to answer questions about projects, policies and/or programs, particularly about their effectiveness and efficiency

- data analysis and presentation, which includes analyzing quantitative and/or qualitative data and presenting it in oral and written formats;
- policy analysis, which includes examining and evaluating available options for implementing the goals of laws, elected officials, organizations or government programs; and/or
- operations research, which includes using advanced techniques, such as optimization, data mining, statistical analysis, and mathematical modeling, to develop solutions that help businesses and organizations operate more efficiently and cost-effectively.

To receive credit for this experience, a candidate must have worked in a job for which one or more of the above categories comprised at least 50% of all job duties. We will evaluate the non-audit experience to determine what experience meets the qualifications.

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Remote working arrangements may be available upon manager approval.

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How to Apply

This recruitment will close on Sunday, August 23rd, 2026, at 11:59 pm

Current State of Oregon employees must apply in Workday under the Career worklet here:

[Apply Here](#)

Non-state of Oregon employees must apply here:

[Apply Here](#)



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 and make a difference in others' lives.

ADDITIONAL INFORMATION

The state of Oregon has moved to an online application system, Oregon E-Recruit System. All current employment opportunities can be found on the Oregon job opportunities page for non-state of Oregon employees.

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, Workday system.

No exceptions will be made.

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

Veteran's Preference:

Eligible veterans who meet the qualifications will be given veterans' preference. To receive preference, you MUST attach appropriate documentation when Workday prompts you to in a follow-up action.

If you are a veteran or disabled veteran, please include a copy of your Certificate of Release or Discharge from Active Duty (DD Form 214 or 215) or a letter from the US Dept. of Veteran's Affairs indicating receipt of a non-service-connected pension. Disabled Veteran's must also submit a copy of their Veteran's disability preference letter from the Dept. of Veteran Affairs unless the information is included in the DD Form 214 or 215. Do not include veteran documents in your initial application.

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 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, inclusive and welcoming workplace.



THE WILLAMETTE VALLEY

The Willamette Valley and surrounding area is rich in recreational activities with many parks, rivers, lakes, and mountains to enjoy. Hiking, fishing, hunting, biking, boating, equestrian, kayaking and whitewater rafting, and organized children's sports and activities abound. Salem is also home to many artisan markets, theatres, museums, art and music festivals, and the Oregon State Fair. A short drive to the east of Salem is world-class skiing in the Cascade Mountains. To the west are many beautiful public beaches on the Pacific Ocean. An hour's drive north of Salem is Portland, Oregon's cultural hub and largest city. To the south, are the breathtaking rivers and canyons of the beautiful Rogue Valley. The south also hosts many cultural events such as the world-renowned Oregon Shakespeare Festival, held every summer in the quaint college town of Ashland.



[The Willamette Valley](#)



[Salem](#)



[Wilsonville](#)



[Portland](#)

COMPENSATION AND BENEFITS

What's in it For You

Family Friendly Work Life Balance

(Paid time off: 12 holidays, 3 personal days, short and long term disability benefits, generous vacation accrual, and sick leave).

Take Care of Yourself and Your Family

(Comprehensive employee benefits, choice of medical plans, vision plan, life insurance, child care flexible spending account, employee assistance program).

Celebrate Uniqueness

Diversity and **inclusion** are cornerstones of our values. We recognize that diversity and inclusion are critical to developing a talented, high-performing workforce and are committed to providing a supportive work environment in which all of our employees can thrive and reach their full potential. We strive to maintain a culture that attracts, develops and retains a diverse workforce that closely

mirrors the residents of our community. We learn from and respect the cultures in which we operate and value the uniqueness of individual talents, experiences and ideas.

Invest in Your Future:

(Pension plan, deferred comp, short and long term disability plan, flexible spending accounts for healthcare and dependent care).

Be Appreciated

(Employee recognition events, agency unique employee recognition program allowing for additional leave options such as vacation buy-out and sick leave roll-over, dynamic employees doing impactful work).

ADA

At the Secretary of State, we value community and foster a sense of belonging for our employees.