

# EXCITING CAREER OPPORTUNITY!

## THE OREGON SECRETARY OF STATE AUDITS DIVISION IS RECRUITING FOR PERFORMANCE STAFF AUDITORS

### \$4,039—\$5,949 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 office. 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](http://www.sos.state.or.us)



**CLASSIFICATION: STATE AUDITOR 2**  
**WORKING TITLE: Staff Auditor**  
**CLASS NUMBER: C5682**  
**ANNOUNCEMENT NUMBER: SOS13-0014**

*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<sup>osition</sup> Description

The Staff Auditor participates on audits in the areas of: financial, compliance, performance, and/or information technology as well as fraud investigation of various state agencies and local entities. Under the general direction and oversight of an in-charge auditor and/or audit manager, Staff Auditors carry out assigned audit assignments for the following audit types:

- **Financial audits teams:** Review fiscal and accounting functions and systems. 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 teams:** 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.
- **Information Technology audits teams:** 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.



*We are recruiting for individuals to join our  
Performance audit team*

# T<sup>o</sup> Qualify

Your application must demonstrate experience and education in the following:

- A Bachelor's Degree or higher in one of these fields related to state services: education, social services, criminal justice, economics, computer science, environmental studies, transportation, public health, public policy, public or business administration; **AND**
- One (1) year of professional level governmental auditing or professional experience in any of the following areas: program evaluation, data analysis and presentation, policy analysis or operations research.

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. 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.



This recruitment will close on Monday, November 25, 2013 at 11:59 p.m.

**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](http://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.

If you do not currently have an e-mail address and do not know where to go to get one please refer to our [Applicant Frequently Asked Questions](#) web page, scroll to the "How to Apply for a job section, question #14 to view several links to internet providers where you can get a free e-mail account. The state of Oregon does not endorse any particular provider.

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  
and make a difference in others' lives.***