

Auditor 1 (SG-18); OR
Auditor Trainee 1 (NS=SG-14); OR
Auditor Trainee 2 (NS=SG-16)

Announcement Posted:

05/04/2022

Responses must be hand delivered or postmarked by:

05/14/2021

Salary Range:

\$61,270 to \$77,912 (Auditor 1); **OR**

\$49,202 (Auditor Trainee 1); **OR**

\$54,903 (Auditor Trainee 2)

Location:

Audit and Quality Improvement

40 North Pearl St 3rd Floor

Albany, NY 12243

Grade:

18/NS

of Positions:

1

Candidates Must Meet the Following Qualifications:

Auditor 1 (SG-18):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Auditor Trainee 1 (SG-NS-14):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Auditor Trainee 2 (SG-NS-16):

Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;

View a complete listing of [70.1 transferable titles](#); **OR**

Reachable on the appropriate eligible list in Albany.

Duties of Position:

- The duties of the Auditor 1 position in Internal Audit include, but are not limited to, the following:
- Conduct audits in accordance with the Institute of Internal Auditors International Professional Practices Framework (IPPF);
- Prepare written reports (including spreadsheets, charts, tables, etc.) as assigned;
- Research relevant background and materials, regulations, policies, prior reports to prepare for audits;
- Represent the Internal Audit unit at meetings with OTDA management and attend meetings within the unit;
- Work with Internal Audit staff to identify areas of risk in OTDA operations;
- Prepare for and participate in audit conferences and meetings, prepare associated correspondence, reports, and documentation, conduct field work;
- Set up and participate in entrance and exit conferences;
- Prepare and organize Internal Audit work papers;
- Keep updated on applicable state and federal policies, regulations, and laws;
- Analyze data and develop audit findings and recommendations;
- Submit findings/recommendations for supervisory review and compile into narrative and/or statistical reports and summaries;
- Communicate in a professional and respectful manner both orally and in writing with coworkers, supervisors, recipients, and local district staff;
- Discuss problems encountered and propose solutions to supervisory staff;
- Develop and maintain a working knowledge of computer hardware and software; and
- Perform required administrative duties.

Conditions of Employment:

A full-time, permanent appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. This position requires travel at less than 10%.

Remarks:

- **Candidates should reference posting 22-130 when submitting your application.**
- **If submitting electronically, please reference posting 22-130 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**
- **This position meets the criteria for appointment under 55-b and 55-c of Civil Service Law.**
- **Veterans may be entitled to additional compensation if this position is filled via a traineeship. Applicants should identify themselves as a Veteran if this applies to you.**