



Auditor I

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**Details**

**Job ID : 279**

**Title :** Auditor I

**Job Code :** 903

**Salary :** \$2,366.00 (Monthly)

**Grade :** 9

**Tenured :** YES

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**Job Departments**

- Administrative Services - Auditing Services

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**Purpose**

RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS' AND MASTER COMMISSIONERS' ACCOUNTING POLICIES AND PROCEDURES.

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**Required Qualifications**

**Education :** 4 Year College Degree in Related Field

**Education Substitute :** Experience for Degree @ 1:1

**Experience :** 2 Years of Related Experience

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**Job Required Knowledge**

- 4 YEAR COLLEGE DEGREE MUST BE IN ACCOUNTING
- 2 YEARS OF EXPERIENCE MUST BE IN ACCOUNTING

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**Job Skills/Abilities**

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER'S LICENSE

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**Job Duties**

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT CLERKS' ACCOUNTING RECORDS
- REVIEWS SUMMARY FINANCIAL REPORTS FOR ACCURACY
- ASSISTS CIRCUIT CLERKS WITH INTERPRETATION OF ACCOUNTING MANUAL
- CONDUCTS FINANCIAL RECORD AND PROCEDURAL AUDITS OF CIRCUIT CLERKS, MASTER COMMISSIONERS, DOMESTIC RELATION COMMISSIONERS, AND INTERNAL AOC DEPARTMENTS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED