



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Office of State Audits and Evaluations	POSITION NUMBER	300-775-4870-921
CLASSIFICATION	Student Assistant		

SCOPE

Under close supervision and direction of an OSAE lead auditor-evaluator and/or supervisor; this position assists OSAE staff in the performance of audits, evaluations and special studies of government entities and programs in accordance with applicable Government Auditing Standards or other appropriate standards. This position requires the ability to follow written and verbal instruction; work under pressure to meet deadlines; as well as have good communication and interpersonal skills.

Essential Functions:

This position requires the ability to follow instructions and work under pressure to meet deadlines.

The incumbent is required to demonstrate tact and good judgment; communicate effectively; develop and maintain effective and cooperative working relationships; be accurate and thorough; be familiar with personal computers; easily adapt to changing priorities; work as part of a team; and maintain regular, consistent and predictable attendance in the performance of these specific functions:

Specific Duties:

Assist with financial, compliance, and/or performance audits, evaluations, special investigations and/or projects. This process generally includes the following:

ESSENTIAL FUNCTIONS

35%	Collect relevant data, review documentation and perform detailed tests including, assess the validity and reliability of data collected based upon the identified criteria.
25%	Prepare spreadsheets and reports to communicate, document, and support findings and recommendations using generally accepted formats.
15%	Prepare working papers that are appropriately indexed and cross-referenced to document work performed.
10%	Formulate findings and recommendations to improve the compliance, efficiency and/or effectiveness of the operations being reviewed, and recommend adjustments.
5%	Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Elementary principles and procedures as required by the hiring department.

The incumbent is required to possess the following skills and abilities:

- Reason logically, write effectively, analyze situations accurately, and adopt an effective course of action.
- Establish and maintain cooperative relations with those contacted in the work.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME			
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SUPERVISOR SIGNATURE		DATE	
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PROGRAM BUDGET MANAGER (PBM) NAME			
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PBM SIGNATURE		DATE	
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