MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE

Position: Staff Information Systems Auditor, regular, full-time
Office of Legislative Audits (OLA)

Salary: $57,570 (entry-level)

Position Summary: This position is responsible for conducting information systems audits of State government agencies as well as for providing technical support for audit and administrative functions within the office.

Team Member Benefits: [For More Information Click Here](#)

Principal Duties:
- Perform Information Systems (IS) security audits of various computing platforms, including computer networks, under the supervision of the Senior Information Systems Auditor. This includes reviews of Windows, Linux, Oracle, MS-SQL and other operating and database systems.
- Perform IS security audits of security packages and state agency information systems general control audits under the supervision of the Senior Information Systems Auditor.
- Collect, review, analyze and verify audit evidence.
- Develop findings that are significant and relevant to the audit objectives and make recommendations for improvement.
- Prepare electronic working papers to document audit procedures performed.
- Use computer assisted audit tools (for example ACL) to produce standardized and custom reports for fiscal compliance and performance audits.
- Complete assignments within budgeted time and meet deadlines.
- Communicate effectively with staff members, agency personnel, and others.
- Write in a clear and concise manner.
- Keep the Senior Information Systems Auditor informed of work status and seek guidance when necessary.
- Maintain a professional image and conduct oneself in a manner that fosters a cooperative relationship with other office staff as well as agency personnel.
- Perform other assigned or required duties that are reasonable within the scope of the Staff Information Systems Auditor duties described above.
- Travel throughout the State of Maryland and conduct audit work on-site at the office(s) of the agency under audit.

Qualifications:

Required
- Bachelor's degree in information technology or a related field from an accredited college or university graduating no later than May 2022.

Desired
- Strong analytical and critical thinking skills
- Excellent verbal and written communication skills
- Ability to learn quickly
- Ability to work independently and contribute to a team effort
- Initiative
- Ability to adapt to changing work locations and settings

Send resume and unofficial transcripts to:
Office of Legislative Audits
Email: jobs@ola.state.md.us