

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
Office of Legislative Audits**

RECRUITMENT NOTICE

Position: Staff Information Systems Auditor, regular, full-time

Salary: \$54,000 (entry-level)

Principal Duties:

- Conduct information systems audits of State government agencies throughout the State of Maryland and provide technical support for audit and administrative functions within the Office of Legislative Audits.
- 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, verify, and analyze 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.
- 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 with a graduation date no later than May 2019

Desired

- Knowledge of IT systems
- Strong analytical 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 letter of interest by **November 2, 2018** to:

Office of Legislative Audits
301 West Preston Street, Room 1202
Baltimore, Maryland 21201
Fax: 410-946-5999 or 301-970-5999
Email: jobs@ola.state.md.us

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