

**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:**

- Perform information system audits of various computing platforms, including networks, under the supervision of the Senior Information Systems Auditor. This includes reviews of Windows, Oracle and other operating and database systems.
- Perform information system security audits of security packages and general control audits under the supervision of the Senior Information Systems Auditor.
- Collect, review, verify, and analyze audit evidence.
- Develop audit 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 2017

**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 October 27, 2016 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](mailto:jobs@ola.state.md.us)