

Job Title:	Information Systems Internal Auditor
Closing Date:	OPEN UNTIL FILLED
Office:	Internal Audit Department, Internal Affairs Division Administrative Office of the Courts, Annapolis, Maryland
Salary:	\$76,828 *Current State Judiciary Employees Only: A salary offer for a current state Judiciary employee will be determined using the “Salary Practices for State Judiciary Employees”, found at https://mdcourts.gov/hr/salrangesfy18
Position Type:	Exempt,
Financial Disclosure:	Yes

Essential Functions: Plan and conduct Information Systems/operational audits of Judiciary Information Systems including all phases of the audit process. Perform data extraction and analysis to support audit test work, findings, and recommendations. Perform follow-up of corrective actions for audit findings and recommendations. Communicate Results: Discuss conclusions and recommendations with appropriate levels of management. Prepare or review and approve engagement (audit and special) report prior to issuance to management. Collaborate and train internal audit staff on integrated audits and IT audit test concepts. Update and maintain bi-monthly and quarterly reports to IAD and AOC executive management. Perform risk assessments. Educate the larger Judiciary community on audit findings, recommendations, and best practices. Assist Audit Director in establishing Department policies, budget and planning. Management Consulting. Propose and discuss solutions to operational and information technology control issues. Assist management in responding to requests from outside agencies. Perform special examinations at the request of management, and participate as a member of special purpose committees such as Judicial Council Technology Committee related to Judiciary projects. Attend continuing education courses in areas of security, audit and information technology. Research, study, and stay current with IT industry best practices, such as State of Maryland Information Technology standards, ISACA, COBIT, etc. Perform other duties as assigned by the Director.

Education: Bachelor’s Degree from an accredited college or university in related field, preferably in Information Systems, Computer Science, Accounting or Finance.

Experience: Five years of progressively responsible related experience in internal or external IT audit, consulting, assurance services, or related field, either in professional services or industry.

Note: Certified Information System Auditor (CISA) is required.

Preferred: Advanced skills and knowledge in approaches and systems which affect the design and implementation of major IT programs and/or processes. Conceptual and practical knowledge of various hardware and software environments. Broad IT knowledge in general, professional and technical fields. Preferred Certifications: CISSP, CISM, CRISC, CGEIT, Security+, CEH, CPA or CIA (is acceptable).

Skills/Abilities: Knowledge of generally accepted auditing standards, theory and practices; of commonly used internal control frameworks, including NIST, COBIT, FISCAM, GAS, IIA, GAAP. Knowledge of business administration and management practices and of internal audit processes and objectives. Knowledge of core information technology processes and controls, current trends in corporate information technology and emerging themes in the market place. Knowledge of the use of office equipment including computerized data processing information systems and personal computers. Skill in analyzing records, reports, and other business and financial documents and noting details and facts pertinent to the audit assignment and in preparing accurate and concise audit work papers. Skill in communicating ideas and information and in establishing and maintaining effective working relationships with operational personnel and colleagues. Strong interpersonal skills to interact in a team environment and foster client relationships. Exemplary leadership, mentoring, and team building skills. Ability to train

subordinates in the principles and practices of internal auditing. Ability to assign and review the work of auditor staff. Ability to communicate effectively and to provide advice, guidance and direction to Internal Auditors and other Judiciary personnel concerning unusual problems encountered in the course of audits. Ability to establish and maintain effective working relationships with Judiciary operational personnel and senior management and colleagues. Ability to plan, organize and develop work procedures. Ability to perform the essential functions of this position.

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.

For full details and to apply, please visit: www.mdcourts.gov/careers