Title: Auditor I - Southeast Kentucky

Department: Administrative Services - Auditing Services

Salary: $2,366.00 - $2,366.00 (Monthly)

Type: State Funded Full-time

Location: Statewide

Memo: This position requires statewide travel with a focus on listed southeast regional counties: Laurel, Rockcastle, Jackson, Clay, Owsley, Leslie, Perry and Breathitt.

Purpose

RESPONSIBLE FOR MONITORING COMPLIANCE WITH THE CIRCUIT COURT CLERKS’ AND MASTER COMMISSIONERS’ ACCOUNTING POLICIES AND PROCEDURES.

Required Qualifications

Education: 4 Year College Degree in Related Field

Education Substitute: Job related experience will substitute for the degree on a year for year basis.

Experience: 1 Year of Work Experience

Job Required Knowledge

- 4 YEAR COLLEGE DEGREE MUST BE IN ACCOUNTING
- 1 YEAR OF EXPERIENCE MUST BE IN ACCOUNTING

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS
- MUST BE ABLE TO TRAVEL STATEWIDE
- MUST HAVE A VALID DRIVER’S LICENSE

Job Duties

- PERFORMS FIELD VISITS TO EXAMINE CIRCUIT CLERKS’ ACCOUNTING RECORDS
- REVIEWS SUMMARY FINANCIAL REPORTS FOR ACCURACY
- ASSISTS CIRCUIT CLERKS WITH INTERPRETATION OF ACCOUNTING MANUAL
- CONDUCTS FINANCIAL RECORD AND PROCEDURAL AUDITS OF CIRCUIT CLERKS, MASTER COMMISSIONERS, DOMESTIC RELATION COMMISSIONERS, AND INTERNAL AOC DEPARTMENTS
- SUBMIT WRITTEN REPORTS AS REQUIRED
- OTHER DUTIES AS ASSIGNED

Deadlines

External Deadline: 03/11/2013

All Court of Justice Applications must be submitted online at [http://courts.ky.gov](http://courts.ky.gov) by close of business by the appropriate deadline. If you have any questions, please contact:

Department of Human Resources
Administrative Office of the Courts
100 Millcreek Park
Frankfort, KY 40601

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