

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

KATHERINE STOCKS
Director and State Court
Administrator



JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

RICHARD STEFANI
Chief Information Officer

JUDICIAL BRANCH AUDITOR
Level I
Position # 0027

This position is located in Las Vegas, Nevada, and works under the general supervision of the Judicial Branch Auditor III. As a Level I Auditor, the position will function as an intermediate level auditor, initially under close supervision and performing more routine auditing duties while learning the Court's policies and procedures and becoming familiar with judicial system and practices. As experience is gained, duties can become more diversified and are performed under more general supervision.

The position assesses courts' compliance with minimum acceptable standards of internal controls, and is responsible for conducting various types of financial and operational reviews of the courts. This would include analyzing fiscal processes, internal controls, procedures, systems and policies. This position will also conduct field investigations; prepares and presents reports of findings and recommendations for improvement; assists with providing training in financial best practices and minimum acceptable standards; and performs other duties as assigned.

The incumbent must have skills in **basic mathematical computation and written English sufficient to compose reports and business correspondence. They must also be able to communicate with a variety of people to effectively gather and transmit necessary information. Incumbent must have the ability to organize and maintain an assortment of records and information in an effective manner as well as have working knowledge of standard office equipment and computer applications.** Additionally, the incumbent must have basic knowledge of accounting and financial recording keeping principles and practices to sufficiently examine and analyze a variety of business records and develop meaningful conclusions based upon that analysis. Knowledge of basic internal controls, auditing terminology, automated financial system applications, various analytical techniques, governmental accounting practices, and government audit standards are encouraged.

The incumbent will be required to travel statewide when necessary, including travel to remote locations throughout the state.

Education and Experience:

Bachelor's degree from an accredited college or university in business administration, accounting, or finance and three years of professional experience in auditing; OR Bachelor's degree from an accredited college or university, which included a minimum of 6 college credits in beginning accounting and/or auditing and three years of professional experience in auditing. Directly related experience may be substituted for education on a year-for-year basis, and must have included 6 college credits in beginning accounting and/or auditing. Possession of a directly related postgraduate degree may be substituted for one of the three years of required experience and must have included 6 college credits in beginning accounting and/or auditing. Prior government, regulatory, or internal audit experience a plus.

Closing Date/Time: June 18, 2021
Salary: \$55,958 - \$76,170 DOE, employee/employer paid retirement
Job Type: Full-time

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