

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Attorney Auditor

SERIES NO.:

6391

MAJOR AGENCIES:

Auditor of State only

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the attorney auditor occupation is to train assistant auditors of state in auditing duties relating to mixed issues of law, accounting & auditing & review financial & legal compliance audit reports & working papers.

At the lower level, incumbents provide work direction & training to assistant auditors of state, conduct orientation, interview prospective employees & supervise personnel.

At the higher level, incumbents supervise attorney auditors & other personnel & implement policies & procedures relating to legal functions.

CLASS TITLE:

Attorney Auditor

CLASS NUMBER:

63911

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The supervisory level class works under direction & requires thorough knowledge of law & basics of accounting in order to supervise assigned personnel, train assistant auditors of state in auditing duties relating to mixed issues of law, accounting & auditing & review & approve financial & legal compliance audit reports & working papers.

CLASS TITLE:

Attorney Auditor Supervisor

CLASS NUMBER:

63915

EFFECTIVE DATE:

03/07/2004

CLASS CONCEPT:

The managerial level class works under general direction & requires thorough knowledge of law & considerable knowledge of accounting & auditing principles in order to plan & direct legal program for Auditor of State, develop & implement policies relating to legal functions & supervise attorney auditors & other assigned personnel.

<u>CLASS TITLE:</u> Attorney Auditor	<u>CLASS NUMBER:</u> 63911	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises assigned personnel, conducts orientation & training & interviews prospective employees.

Provides work direction & training to assistant auditors of state in auditing duties related to mixed issues of law, accounting & auditing; reviews & approves financial & legal compliance audit reports & working papers; reviews applicable laws & preparation of financial & compliance audit programs, guides & questionnaires.

Reviews & approves proposed audit findings for recovery of amounts representing monetary losses to public offices; coordinates activities with attorney general, prosecuting attorneys, law directors & other legal officers & explains involved technical auditing & accounting issues.

Serves as liaison with public & government officials; prepares & delivers speeches; participates in meetings & conferences; resolves sensitive auditing & accounting issues raised by local government officials in response to completed audits.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; supervision/management; accounting; agency, state &/or federal statutes, rules, regulations, &/or procedures applicable to audit process; audit procedures adopted & provided by Bureau of Inspection; law; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of legal & technical material; develop complex reports & position papers; establish friendly atmosphere as legal counsel; handle sensitive inquiries from & contacts with officials of state & local governmental units & resolves complaints &/or problems.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio; baccalaureate degree from accredited college or university, or successful completion of 16 semester hrs. or 24 quarter hrs. in accounting or related field from accredited college or university, trade, technical or vocational school beyond high school level, or possess 3 years exp. in accounting or related field per Section 117.02 of Revised Code; 12 mos. trg. or 12 mos. exp. in audit procedures adopted & provided by Bureau of Inspection; 6 mos. trg. or 6 mos. exp. in supervision/management to include training personnel.

-Or alternative, equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the required experience, but not for the mandated qualifications set by law.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>CLASS TITLE:</u> Attorney Auditor Supervisor	<u>CLASS NUMBER:</u> 63915	<u>BARGAINING UNIT:</u> EX
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EFFECTIVE DATE:

03/07/2004

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Plans & directs legal program of Auditor of State, develops & implements policies & procedures relating to legal functions & supervises attorney auditors.

Supervises & trains assistant auditors in auditing duties relating to mixed issues of law, accounting & auditing; reviews & approves financial & legal compliance audit reports & working papers; reviews applicable laws & preparation of financial & compliance audit programs guides & questionnaires.

Reviews & approves proposed audit findings for recovery of amounts representing monetary losses to public offices; coordinates activities with attorney general, prosecuting attorneys, law directors & other legal officers & explains involved technical auditing & accounting issues.

Serves as liaison with public & government officials; prepares & delivers speeches; participates in meeting & conferences; resolves sensitive auditing & accounting issues by local government officials in response to completed audits.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management/supervision; public relations; accounting; agency, state &/or federal statutes, rules, regulations &/or procedures applicable to audit process; audit procedures adopted & provided by Bureau of Inspection; law; employee training & development. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of legal & technical material; develop complex reports & position papers; establish friendly atmosphere as legal counsel supervisor; handle sensitive inquiries from & contacts with officials of state & local governmental units & resolves complaints &/or problems.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice law in State of Ohio; baccalaureate degree from accredited college or university, or successful completion of 16 semester hrs. or 24 quarter hrs. in accounting or related field from accredited college or university, trade, technical or vocational school beyond high school level, or possess 3 yrs. exp. in accounting or related field per Section 117.02 of Revised Code & 4 courses in accounting or related field above high school level (or 12 mos. exp.); 12 mos. or 12 mos. exp. in audit procedures adopted & provided by Bureau of Inspection; 12 mos. trg. or 12 mos. exp. in supervision/management to include training of personnel.

-Or 12 mos. exp. as Attorney Auditor, 63911.

Or alternative, equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the required experience, but not for the mandated qualifications set by law.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.