

**Maryland General Assembly  
Department of Legislative Services  
Office of Legislative Audits**

**Recruitment Notice**

**Position:** Staff Information Systems Auditor, regular, full-time

**Base Salary:** \$54,000 to \$64,000 depending on experience and qualifications

**Position Summary:**

This position is responsible for conducting information systems audits of State government agencies as well as for providing technical support for audit and administrative functions within the office.

**Principal Duties:**

- Perform Information Systems (IS) security audits of various computing platforms, including computer networks, under the supervision of the Senior Information Systems Auditor. This includes reviews of Windows, Linux, Oracle, MS-SQL and other operating and database systems.
- Perform IS security audits of security packages and state agency information systems general control audits under the supervision of the Senior Information Systems Auditor.
- Collect, review, analyze and verify audit evidence.
- Develop 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.
- Keep the Senior Information Systems Auditor informed of work status and seek guidance when necessary.
- Maintain a professional image and conduct oneself in a manner that fosters a cooperative relationship with other office staff as well as agency personnel.
- Perform other assigned or required duties that are reasonable within the scope of the Staff Information Systems Auditor duties described above.
- 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 graduating no later than May 2018

**Desired**

- Minimum of two years systems administration or information systems audit experience
- 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 **April 6, 2018** 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)

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