



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1406\_Extended

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**A position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.**

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**POSITION TITLE:** INTERNAL AUDITOR JG - 23

**BASE SALARY:** \$64,834 +  
(Location Pay of \$3,697 if located in NYC)

**QUALIFICATIONS:** One (1) year in the Assistant Internal Auditor title; **or** Bachelor's degree from an accredited college or university with 24 credit hours in accounting and three (3) years of relevant experience; **or** Master's degree in Accounting from an accredited college or university and two (2) years of relevant experience; **or** An equivalent combination of education and experience.

\*Preference will be given to candidates with at least one year of information systems auditing experience.

**DISTINGUISHING FEATURES OF WORK:**

Internal Auditors work under the supervision of senior audit staff or as team leaders on projects of narrow scope. Internal Auditors are assigned to field audits of courts and agencies within the Unified Court System for the purpose of evaluating the adequacy of internal controls over financial and operational activities and information systems; determining compliance with applicable laws and regulations; and determining the court or agency's ability to perform its program efficiently and effectively. They may be responsible for supervising Assistant Internal Auditors and other subordinate personnel. Internal Auditors also perform other related duties.

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**POSITION TITLE:** ASSISTANT INTERNAL AUDITOR JG - 21

**BASE SALARY:** \$58,298 +  
(Location Pay of \$3,697 if located in NYC)

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university with 24 credit hours in accounting and two (2) years of relevant experience; **or** Master's degree in Accounting from an accredited college or university and one year of relevant experience; **or** An equivalent combination of education and experience.

\*Preference will be given to candidates with at least one year of information systems auditing experience.

**DISTINGUISHING FEATURES OF WORK:**

Assistant Internal Auditors work under the direct supervision of senior audit staff, and are assigned to field audits of courts and agencies within the Unified Court System for the purpose of evaluating the adequacy of internal controls over financial and operating activities and information systems; determining compliance with applicable laws and regulations; and determining the court or agency's ability to perform its program efficiently and effectively. Assistant Internal Auditors also perform other related duties.

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**LOCATION:** NYC, ALBANY, BUFFALO, OR SYRACUSE

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** This position will be responsible for conducting financial, operational and information system audits of courts, agencies, or programs within the Unified Court System. Overnight travel throughout New York State is required.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

**APPLICATION PROCEDURES:**

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

SHERRILL SPATZ, ESQ.  
INSPECTOR GENERAL  
2500 POND VIEW  
SUITE LL01  
CASTLETON ON HUDSON, NY 12033

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 29, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 9, 2014

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The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

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