

**April 21, 2021**

**JOB VACANCY ANNOUNCEMENT**

**SUPREME COURT OF ILLINOIS**

**Internal Audit**

**3101 Old Jacksonville Road  
Springfield, Illinois 62704**

Applicant may be required to submit additional material or complete job specific tests for the position.

<b>POSITION:</b>	<b>Internal Auditor 2</b>
<b>DIVISION:</b>	<b>Supreme Court Internal Audit</b>
<b>BENEFITS:</b>	<b>An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.</b>
<b>SALARY:</b>	<b>Minimum salary \$55,982, salary at time of hire to be commensurate with experience.</b>
<b>REPORTING RELATIONSHIP:</b>	<b>Chief Internal Auditor</b>

**ESSENTIAL RESPONSIBILITIES:** The Internal Auditor 2 is responsible for conducting audits of judicial branch programs including financial, operational, compliance, and assisting with EDP audits in accordance with the Institute of Internal Auditors' International Standards for the Professional Practice of Internal Auditing and the Supreme Court Internal Audit's Audit Guide. This position is also responsible for performing consulting type engagements as directed by the Chief Internal Auditor.

As part of conducting audits, the Internal Auditor 2 will be responsible for collecting, compiling, analyzing and interpreting data of state funded judicial branch operations; preparing audit workpapers and reporting conclusions to the Chief Internal Auditor for inclusion in audit reports, findings and other correspondence to judicial and non-judicial branch managers; traveling to audit site locations to gather audit evidence and performing fieldwork in order to complete audits and projects; conducting consulting type engagements at the direction of the Chief Internal Auditor; and performing other duties as assigned.

**EXPERIENCE AND EDUCATION REQUIREMENTS:**

**Minimum:** Bachelor's degree in accounting, economics, finance, business administration, management information systems or another closely related degree with one year of auditing experience.

**Preferred:** Advanced degree in one of the fields listed above or possessing credentials such as Certified Public Accountant, Certified Internal Auditor, Certified Information Systems Auditor or other related professional designation with Illinois State government experience preferred. Knowledge of operations of the state funded activities of the judicial branch is desired.

**SELECTION FACTORS:** Ability to use proven analytical skills to create written documents based on analysis performed; strong interpersonal and communication skills; ability to work in an independent or team environment; strong skills in utilizing word processing and spreadsheet software, with database,

and/or electronic working papers software preferred; knowledge of auditing techniques, governmental and professional auditing standards, and the State's fiscal practices; ability to exercise initiative for self-development by actively seeking increased awareness of the field of governmental auditing and actively participating in on-the-job training and outside professional development activities appropriate to this field of expertise; must be able to obtain a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

**PHYSICAL REQUIREMENTS:** This position requires the ability to sit for extended time periods and travel within Illinois, including some overnight stays. This is a professional office working environment requiring the ability to use a telephone, retrieve files, and process written and electronic documents.

**Interested individuals should submit – via email – a letter of interest, resume and completed [Judicial Branch Employment Application](#) to:**

[courtempoyment@IllinoisCourts.gov](mailto:courtempoyment@IllinoisCourts.gov)

**Applicant's information must be received by Monday, May 17, 2021.**

**EQUAL OPPORTUNITY EMPLOYER**