



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

DIRECTOR OF INTERNAL AUDITS

Effective Date: 09/07/2006
Title Code Number: 9461207
Salary Grade: NS
Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Under general direction, the Director of Internal Audits is responsible to the Administrative Director of the Office of Court Administration and the Chief of Operations of the Office of Court Administration for providing objective reviews of the Unified Court System's fiscal and administrative controls and for providing information, analyses and recommendations concerning fiscal and operational activities of courts and court related agencies. The Director of Internal Audits develops audit priorities; establishes technical guidelines for audit procedures; schedules audits; assigns staff; reviews records and reports to insure audit objectives and timetables are being met; and performs other related duties. The Director of Internal Audits reports audit findings to the Chief Administrative Judge and other court administrators in written audit reports, at scheduled quarterly meetings and at other times as necessary.

TYPICAL DUTIES:

Manages and plans a program for objective internal audits of financial and operational controls and administrative practices of courts and related agencies of the Unified Court System.

Manages activities of the staff in developing effective audit approaches and in reviewing and improving audit approaches currently in use.

Screens and recommends candidates for audit staff positions, trains and supervises them, evaluates their performance, and recommends promotions.

Performs final review of audit reports for conformance with program objectives, audit standards and departmental policies and supervises the report processing and issuance phases of the audit cycle.

Reviews and appraises the soundness, adequacy and application of existing financial management systems and practices.

Provides required technical and consulting services to courts and agencies in the establishment of internal control procedures.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the auditing standards, procedures and techniques.

Knowledge of accounting principles and practices.

Knowledge of accepted governmental financial and management practices and principles.

Ability to identify relevant facts and analyze complex financial data.

Ability to coordinate, delegate, monitor, and review work assignments of subordinate personnel.

Ability to establish procedures and guidelines for the training of staff.

Ability to communicate directions and information to staff and court personnel.

Ability to prepare accurate, coherent, logical and concise written communications.

Ability to apply knowledge of operations, policies, procedures and organization in order to recognize and facilitate solutions to problems.

Ability to utilize appropriate interpersonal skills and methods in guiding subordinates toward task accomplishment.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university and ten (10) years of auditing or related administrative experience;

or

Master's degree in Public or Business Administration from an accredited college or university and eight (8) years of auditing or related administrative experience;

or

An equivalent combination of education and experience.