

OFFICE OF THE AUDITOR GENERAL
SPECIALIZED POSITION DUTIES FOR
ADMINISTRATIVE SPECIALIST: AUDITS

(Supplement to the Position Description)

This position requires the exercise of specialized knowledge of office administrative and audit activities, particularly those which relate to the preparation and distribution of Performance, Compliance, and Information Systems audits in Illinois.

1. Assists with distributions of RFPs and contracts.
2. Prepares certain audit and budget spreadsheets as directed; enters budget and audit billing information into OAG database as directed to assist with estimates and final billings.
3. Prepares, proofreads, and distributes various letters, correspondence and report digests.
4. Helps type, proofread, and distribute audit reports, report digests and other Office publications; checks in reports received from contract firms; maintains log books of audits released.
5. Updates audit guide and audit manuals as directed and distributes to interested parties.
6. Keeps log book of catalog cases for carrying audit materials into the field; maintains office key cabinet and extra keys; maintains central office forms file.
7. Maintains files on each agency being audited by a contract firm; transfers files to the library at the appropriate time.
8. Performs administrative duties necessary to assist the auditors.
9. Delivers mail and helps keep label lists up-to-date; makes travel arrangements upon request.
10. Assists other divisions with duties such as audit distribution, messenger duties, receptionist duties, filing, scanning and copying.
11. Performs any other assigned duties throughout the office.

Effective: 7/30/10
Revised: 12/15/15