

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**DATA SYSTEMS AUDITOR**

**Position Code: K2955**

**DISTINGUISHING FEATURES OF THE CLASS**

Subject to management approval, performs highly specialized auditing of new and existing data processing applications to ensure that appropriate controls exist, the processing is efficient and accurate and that data processing systems and procedures are in compliance with standards and legal requirements.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Participates in data systems development to assure that user needs are properly addressed and that adequate system controls exist including data integrity/security, audit trails and accounting data.
2. Conducts tests of randomly selected automated systems to determine proper functioning for user needs and presence of data integrity, audit trails and accounting control; recommends modifications to existing data processing and financial systems.
3. Tests back-up procedures for systems documentation, operating system software, application system software and data files; ensures that back-up procedures include proper retention of documentation and off-site maintenance of documentation and data files; provides adequate audit trails for verification of data files and/or reconstruction within specified time periods.
4. Tests physical security procedures adopted by the Data Processing Department, which includes access to, secured areas, transportation and storage of data files, fire prevention/protection, and maintenance for back-up electrical power.
5. Reviews the data processing services provided to the Office of the Secretary of State by outside sources assuring that the Office's responsibilities are properly carried out and that data security and controls of the data processing system provided by such outside sources is adequate.
6. Establishes data systems auditing policy for computer systems and computer operations and establishes criteria for the auditing schedule; provides continuing research in the field of data systems auditing and the development of new auditing techniques.
7. Performs other duties as required or assigned.

## **DATA SYSTEMS AUDITOR (Continued)**

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years college with coursework in business administration, accounting or computer science and five years of professional experience in the field of computer science, business systems or internal auditing.

#### **Knowledge, Skills and Abilities**

- Requires extensive knowledge of data processing auditing methods, procedures and techniques.
- Requires extensive knowledge of all facets of computer systems development and operations.
- Requires extensive knowledge of standard internal auditing methods and techniques.
- Requires working knowledge of office practices and procedures.
- Requires ability to express technical data concepts clearly both orally and in writing.
- Requires ability to deal tactfully and establish good working relationships with data processing management, professional and technical staff and other management personnel.
- Requires ability to speak before groups.
- Requires ability to research data processing auditing developments and assess their value to the auditing function.
- Requires ability to analyze technical information and draw logical conclusions and/or make recommendations for operational or systems improvements.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - February 8, 1983

Effective - February 16, 1983

### **EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year