



STATE OF UTAH

# Office of the Legislative Auditor General

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KADE R. MINCHEY, CIA, CFE  
AUDITOR GENERAL

STATE OF UTAH  
invites applications for the position of:  
**PERFORMANCE AUDIT INTERN, Job #31080**

**PHYSICAL ADDRESS:** Utah Legislature  
Office of the Legislative Auditor General  
W315 House Building, State Capitol Complex  
Salt Lake City, UT 84114

**OPENING DATE:** Thursday, February 10, 2022

**CLOSING DATE:** Open until filled  
Flexible start date

## **JOB DESCRIPTION:**

The Office of the Legislative Auditor General is a non-partisan office serving the Utah Legislature. We are seeking to fill multiple part-time, entry-level positions for Performance Audit Interns to work a flexible 20-25 hour per week schedule (to accommodate university classes). Newly hired interns receive on-the-job training and work in intimate team settings. Specifically, the Performance Audit Intern will be trained to:

- Conduct efficiency, effectiveness, compliance, financial, and organizational performance reviews of state government agencies.
- Support senior performance auditors and auditors-in-charge to gather and interpret data used in reports to the Utah State Legislature.
- Distill complicated data sets and concepts into multiple formats, reports and infographics aimed at different audiences, taking into account the varied needs and requirements of those audiences.

## **EXAMPLE OF DUTIES:**

- Collect and analyze data necessary to evaluate state agencies
- Conduct interviews, field observations, and document reviews of audited agencies in a potentially hostile environment.
- Compile information into reports for legislators and other public officials

## **IDEAL CANDIDATE:**

- Aptitude for understanding qualitative and quantitative analytics, organizational and financial controls.
- Strong interpersonal communication skills necessary to create and maintain cooperative and effective working relationships.

- Writing and presentation skills to effectively communicate audit conclusions.

**MINIMUM QUALIFICATIONS:**

- At least one full year of master's degree coursework completed in public administration, public policy, economics or closely related field.
- Must be non-partisan

**SALARY:**

- \$20.00 per hour. This position is not eligible for benefits.
- This position will be up to a one-year assignment with a possibility to work into a full-time benefits eligible position.

All offers of employment for positions within the Office of the Legislator General are issued conditioned upon successful completion of an FBI-level (fingerprint) background check administered by BCI. Once employed, an employee is subject to the FBI's on-going process of continuous monitoring for criminal and arrest records.

**APPLICATION INSTRUCTIONS:**

Send a cover letter and resume to Rebecca Smyrniotopoulos at [rsmyrn@le.utah.gov](mailto:rsmyrn@le.utah.gov)

**SUPPLEMENTAL INFORMATION:**

*Employees in this position serve at the pleasure of the appointing officer in an at will status and may be terminated at any time without cause. This is not a career service position.*

*The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact Rebecca Smyrniotopoulos at [rsmyrn@le.utah.gov](mailto:rsmyrn@le.utah.gov).*

*Veteran's Preference (Utah Code Ann. 71-10-1, et. Seq.) An applicant claiming veteran's preference must do so in the body of the cover letter by providing sufficient information to identify the type of veteran's preference requested. Additionally, a copy of the applicant's DD-214 must be attached to the resume. If a disabled preference is claimed, a copy of the applicant's letter form the VA stating the disability percentage granted must also be attached.*