



Oklahoma Department of Central Services

Recruitment Announcement

Announcement No: 12-43
Position Name: Auditor
Position Number: 58000088
Position Code/Level: 9245
Pay Band: 0
Hiring Rate: 2648.10
Number of Vacancies: 1
Location: Will Rogers Bldg, 2401 N Lincoln Blvd, OKC
Applicant Source: All Sources
Beginning Date: 03/29/2012
Ending Date: 04/12/2012 at the end of business

Major Work Duties:

Facilities Services: Position will have primary responsibility for performing various routine audits, create or maintain existing information tracking workbooks. Audit Contractors reports to ensure that services provided meet Contractor's Requirements as per specifications.

Probationary or trial period will be required, if applicable.**Education & Experience**

Experience utilizing web based purchasing / financial programs; audit files for accuracy and completeness; having CPO certification would be beneficial. Experience utilizing Microsoft Outlook; Excel, Word, Adobe Acrobat 8 Professional.

Method of Application:

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system (www.opm.ok.gov)

NOTE: If this posting is for an unclassified position, applicants may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or dcs-hr@dcs.state.ok.us