

Job Title: DOC Director's Office INTERNAL AUDITOR TRAINEE

Job Requisition ID: 44079

Closing Date/Time: 02/14/2025 11:59 P.M.

Agency: Department of Corrections

Class Title: INTERNAL AUDITOR TRAINEE - 21726

Skill Option: Accounting & Fiscal Administration

Bilingual Option: None

Salary: Anticipated Starting Salary \$4,575/month; CBA Applies; Full Range: \$4,575- \$6,285/month

Job Type: Salaried

Category: Full Time

County: Sangamon

Number of Vacancies: 1

Plan/BU: RC062

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 44079

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Department of Corrections is looking for a professional Internal Auditor Trainee. The person selected for this position will participate in an agency sponsored internal auditing training program for a period of up to twelve months learning auditing techniques and procedures, conducting formal reviews, analysis and evaluation of the effectiveness of internal controls, and how to prepare audit reports. Overtime and travel are required as needed to discuss and perform audits. If interested in this opportunity, please apply according to the instructions listed on the job posting. We encourage all qualified applicants to apply.

Essential Functions

- Receives working assignments designed to develop knowledge, understanding and practical skills of auditing.
- Performs preliminary review prior to audit fieldwork.
- Prepares audit reports for supervisory review summarizing the results of the audit work, detailing audit findings and making appropriate recommendations.
- Receives on the job training to learn the skills necessary to perform specialized professional and analytical reviews and audits of systems to determine if policies and programs are being efficiently and economically administered and if program requirements and objectives are being effectively fulfilled.

- Receives on the job training to acquires knowledge to be able to review and audit comments and incorporate them into the final report.
- Attends training classes provided by the agency, reviews available periodicals and publications pertaining to the audit profession.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires a bachelor's degree in the field of accounting, fiscal administration, or finance.
- This class is included as an Upward Mobility Program credential title.

Preferred Qualifications

- Prefers at least one (1) year of professional experience utilizing auditing theories and procedures.
- Prefers at least one (1) year of professional experience working with an agency's and/or similar type of organization's programs, policies and regulations.
- Prefers at least one (1) year of professional experience working with current auditing technology software programs such as TeamMate, Autoaudit, or Caseware.
- Prefers at least one (1) year of professional experience applying state laws, statutory mandates, administrative rules, regulations, policies and procedures when auditing an agency's functions and programs.
- Prefers at least one (1) year of professional experience working with management principles and techniques.
- Prefers at least one (1) year of professional experience working with governmental operations.
- Prefers at least one (1) year of professional experience analyzing information systems.

Conditions of Employment

- Overtime is a condition of employment, and you may be required/mandated to work overtime including scheduled, unscheduled, or last-minute overtime.
- Requires a valid and current driver's license.
- Requires ability to travel occasionally to facilities throughout the state to conduct internal audits, perform audit functions, attend trainings, and participate in and/or hold internal audit meetings; overnight stays may be required.
- Requires ability to pass the IDOC/IDJJ background check.
- Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
- Applicants are required to abide by all vaccine and/or other medical standards as set out by the employer.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: Monday-Friday 8:30AM - 5:00PM; Saturday/Sunday off

Work Location: Springfield - 1301 Concordia Ct

Agency Contact: Suzanne LaTourelle

Email: suzanne.latourelle2@illinois.gov

Posting Group: Legal, Audit & Compliance; Fiscal, Finance & Procurement

This title is within the Upward Mobility Program. General Program information can be found by clicking on the [Upward Mobility Program](#) link or for specific title information at [UMP Title Descriptions](#). There are three categories of UMP titles: 1) certificate titles which require passing a written proficiency exam; 2) credential titles which require the possession of a specified college degree and/or licensure; and 3) dual titles for which a certificate may be earned by following either the certificate or credential pathway.

This position [DOES NOT] contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

About the Agency: The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency's success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included.

Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression. The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization. Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off, and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities. The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

As an IDOC employee, you are entitled to a robust benefits package that includes:

- Flexible work schedule in some programs areas (Flexible time and hybrid options)
- Health, life, vision, and dental insurance
- 12 weeks paid maternity/paternity leave
- Pension Plan – vesting at 10 years for Tier II
- Full 20-year retirement awards free health insurance during retirement.
- Deferred compensation and other pre-tax benefits programs
- Paid state holidays 13-14 days annually
- 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- Personal, sick, and vacation rates modified for 12-hour work schedules. (As applicable.)
- Employee Assistance Program and/or mental health resources
- For more information about our benefits please follow this link: <https://www2.illinois.gov/cms/benefits/Pages/default.aspx>