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HOW TO APPLY:

Please submit a cover letter, resume', and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/audit/careers.htm>

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:

January 27, 2016

MAIL APPLICATIONS TO:

Mary Hamlin
Business Manager and HR Coordinator
Office of State Auditor
66 State House Station
Augusta, Maine 04332-0066
207-624-6267 (T)
207-624-6273 (F)

EMAIL APPLICATIONS TO:

mary.hamlin@maine.gov

Direct Hire Career Opportunity Bulletin

OFFICE OF THE STATE AUDITOR

Anticipated Vacancy

Secretary Specialist – State Auditor, Administrative Assistant

Code: 6586 Pay Grade: 20 - Confidential - (\$34,299.20 - \$48,027.20)

OPEN FOR RECRUITMENT: January 13, 2016 – January 27, 2016

Agency Information: The Office of the State Auditor has the statutory authority to audit all accounts and other financial records of State government, including any counties, municipalities, and any organization, institution or other entity receiving or requesting an appropriation or grant from State government. The Office conducts its audits in accordance with auditing standards generally accepted in the United States of America, and the Single Audit Act Amendments of 1996, United States Code, Section 7501-7507. The Office is also authorized to review departmental budgets and capital programs for better and efficient management of State government, to serve as a staff agency to the Legislature and the Governor in making investigations of State's finances.

Job Duties: This position is responsible for providing paraprofessional and secretarial support to the State Auditor. The employee provides advance administrative support responsibilities that require in-depth knowledge of accompanying processes and procedures; the incumbent also provides assistance in the development, implementation, and/or management of programs and policies at the statewide level for the department. Work consists of advanced secretarial and paraprofessional support services requiring a proficient knowledge of office processes and administrative functions. Responsibilities require the use of independent judgment, initiative, and decision-making on complex administrative matters. This is consistent with the Secretary Specialist classification.

TYPICAL DUTIES

- Develop, recommend, and implement new systems, procedures, or organizational changes to improve organizational efficiency and effectiveness.



- Interpret and implement the policies and decisions of the State Auditor.
- Administer and/or oversee scheduling systems for meetings of the State Auditor.
- Conduct research on sensitive issues and prepare special reports and/or briefing papers.
- Respond independently to questions and inquiries from public and private sources concerning high-level and /or sensitive issues and activities.
- Independently compose, review, edit, and/or approve correspondence.
- Liaise between supervisor and internal and external sources on key matters.
- Apply to non-routine individual cases an explanation and interpretation of applicable rules, regulations, and policies.
- Transmit orders and decisions to proper persons with explanations as necessary; and follow up for compliance, completeness, and timeliness.
- Ensure that management understands the protocol and operations of the Legislature.
- Maintain findings database and track audit findings for the annual Single Audit Report. Compile the Annual Single Audit Report.
- Maintain the municipal audit report database, field questions and comments from CPA's and the public.
- Maintain and oversee OSA's website.
- Maintain the employee CPE database in support of federal OMB requirements.
- Maintain records of OSA's fraud hotline.
- Serve as back-up person for the Business Manager including the processing of payroll.
- Maintain the filing system for completed audit work papers; including timely archiving.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED to successfully perform the work assigned:

Entry level:

- Knowledge of the principles of organization.
- Ability to compose, review and edit complex and/or technical business correspondence.
- Ability to effectively present information to individuals/groups.
- Ability to earn the complete confidence of the State Auditor in the ability to keep appropriate matters confidential.
- Ability to secure the office from inappropriate access.
- Ability to perform all functions in a collegial professional matter appropriate to the office and the position. The incumbent is the first point-of-contact to the State Auditor.
- Must comply with State policies, including those concerning human resource components of security protocols related to information security and confidentiality.
- Keyboard skills at a minimum of 80 wpm
- Working knowledge of Microsoft (MS) Operating System



- Advanced MS-Office-Word Skills
- Adequate MS-Excel Skills

Full Performance:

- Ability to analyze solutions, reach logical conclusions and make sound recommendations.
- Ability to apply to non-routine individual matters an explanation and interpretation of applicable rules, regulations, and policies.
- Ability to understand and promote management goals as they affect day-to-day and long term operations.
- Ability to effectively plan and adjust work operations to meet planned and unexpected change.
- Ability to effectively represent the organization at internal and external meetings.
- Ability to administer and/or oversee scheduling systems.
- Ability to respond independently to questions and inquiries from public and private sources concerning high level and/or sensitive issues and activities; and using professional judgment to know when it is appropriate for the State Auditor to respond directly.

MINIMUM QUALIFICATIONS:

Training, education, or experience in office and administrative support work that demonstrates 1) competency in applying a proficient knowledge of the principles and practices of office processes and administrative functions to perform advanced secretarial tasks in assisting management with statewide programs and policies, and 2) the ability to use independent judgment, initiative, and decision-making on complex administrative matters.

Benefits: The value of State's share of Employee's Retirement is 15.3 salary for BU positions and 20.3% for Confidential Positions. The value of State-paid Dental Insurance: \$13.13 biweekly. The value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$397.61 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$377.73 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$357.85 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$337.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program.