



# Investigative Auditor 3, Department Of Justice

**Exam Code: 8BP52**

**Department:** Department of Justice

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

## CLASSIFICATION DETAILS

**Investigative Auditor 3, Department Of Justice** – \$5,223.00 - \$6,868.00 per month.

View the [classification specification](#) for the **Investigative Auditor 3, Department Of Justice** classification.

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous or [Select Date]

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it **six (6)** months.

### How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the “Taking the Exam” section.

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### Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

### Investigative Auditor 3, Department Of Justice

#### Experience:

##### Either I

One year of experience in the California state service [performing professional investigative auditing duties as an Investigative Auditor II, or experience performing professional auditing duties in a class equivalent in level and type to that of the Investigative Auditor II.](#)

##### Or II

Three years of increasingly responsible professional investigative auditing experience, including at least one year of experience conducting a variety of complex investigative audits. (Experience in the California state service applied toward this requirement must include at least one year performing the duties of a class with a level of responsibility equivalent to that of Investigative Auditor II.)

#### And

#### Education:

##### Either

1. [Equivalent to graduation from college](#), with specialization in accounting; **or**
2. Completion of a prescribed [professional accounting curriculum](#) given by a residence or correspondence school of accounting including courses in elementary and advanced accounting, auditing, cost accounting, and business law; **or**
3. Completion of the equivalent of 19 semester hours of course work, including 16 semester hours of professional accounting courses given by a collegiate-grade residence institution including courses in elementary and advanced accounting, auditing and cost accounting; and three semester hours of business law. (Evidence of successful completion of the curriculum and the prescribed courses must be presented before appointment can be completed.)

## **POSITION DESCRIPTION**

### **Investigative Auditor 3, Department Of Justice**

This is the full journey level of the series. Under general direction, incumbents apply specialized laws, rules, regulations, investigative techniques and procedures required to effectively complete the audits assigned. Incumbents will independently perform difficult and complex investigative auditing duties and conduct difficult field investigations requiring a high level of technical expertise. Incumbents may serve as a lead person over a team of auditors or auditors in a field office setting.

## **EXAMINATION SCOPE**

This examination consists of the following components:

**Training and Experience Evaluation – Weighted 100% of the final score.**

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

### **Knowledge of:**

1. General accounting and auditing principles and procedures.
2. Business law.
3. General and specialized accounting and auditing principles and procedures.
4. General laws, rules, regulations and policies administered by the Department of Justice.
5. Financial organizations and practices of organizations subject to regulation by the Department of Justice.
6. Federal rules and regulations governing the programs within the Department of Justice.
7. Principles of electronic data processing.
8. Elementary statistics.
9. Planning, organizing and directing an audit to completion.

### **Ability to:**

1. Apply accounting and auditing principles and procedures in the work performed.
2. Plan, organize and conduct a variety of audits.

3. Analyze data and draw sound conclusions.
4. Analyze situations accurately and adopt an effective course of action.
5. Prepare clear, complete and concise reports.
6. Establish and maintain cooperative relationships with those contacted in the work.
7. Speak and write effectively.
8. Learn investigative techniques.
9. Learn and understand how to analyze documents obtained from financial institutions.
10. Learn to understand the difference between business or investments programs failing because of fraudulent activities or poor business practices.
11. Learn and apply Federal and State laws, rules and regulations dealing with Charitable Trusts, embezzlement, tax evasion, mail fraud, bankruptcy fraud, Medi-Cal Fraud, patient abuse and drug diversion violations, mail and wire fraud, statutory Notices of Dissolution, self-dealing, mergers, sale or disposal of assets and conversion of corporate status and asset forfeitures and any other laws and rules administered by the Department of Justice.
12. Independently perform audit work on difficult and complex matters.
13. Conduct difficult investigations requiring a high level of technical expertise.
14. Determine probable cause to seize assets.
15. Analyze probate documents and trust accounting.
16. Analyze complex investment schemes such as tax shelters, limited partnerships, involving commodities and real estate.
17. Track complex banking activity where funds received from illegal activities are moved through many accounts.
18. Track program information on an electronic data processing system.
19. Use a computer to analyze large amounts of financial data to determine if illegal activity transpired.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Investigative Auditor 3, Department Of Justice** classification will be established for:

### Department Of Justice

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twelve (12) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower

of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits do not apply to this examination.

## EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

## PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

**Employment History:** Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

**Education:** School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

**Training:** Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

## TAKING THE EXAMINATION

Take the online [Training and Experience Evaluation](#). **Investigative Auditor 3, Department Of Justice** classification.

## TESTING DEPARTMENTS

State of California (all State of California departments)

## CONTACT INFORMATION

Questions regarding this examination should be directed to:

Department of Justice  
(916) 210-6021  
TSU@doj.ca.gov

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital

status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **GENERAL INFORMATION**

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

**General Qualifications:** Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3)

certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.