



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **AUTO THEFT FRAUD UNIT MONITOR I**
Grade: 10

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Performs moderately complex (journey-level) auditing and monitoring work; Work involves examining, investigating, and reviewing records, reports, information systems, and management practices to ensure legal compliance with Texas Transportation Code rules and regulations with the Texas Department of Motor Vehicle; conducts auditing and monitoring for program economy, efficiency, and effectiveness; Must assist with prevention of loss of revenue from sales tax evasion to fraudulent transactions for state and county; monitor and direct information to the Internal Audit Division and Compliance & Investigation Divisions at TxDMV and Texas State Comptroller; performs internal auditing and monitoring that identify and address and helps mitigate high and emerging risk that include fraud.

EXAMPLES OF WORK PERFORMED

Examines the management operations, internal control systems, and accounting records for adequacy, accuracy, and compliance with State regulations

Identifies and reports questionable or erroneous transactions or recordings to the TxDMV Audit Division and the TxDMV Compliance & Investigation Division

Prepares audit reports of findings, outlines discrepancies, and recommendations corrective actions

Advises on requirements, liabilities, and penalties of compliance and noncompliance, and recommends improved accounting systems, assist the TxDMV Field Service representative with the conduction of compliance checks which include reviewing inventory and transactions within Motor Vehicle Fraud Department

Analyzes accounting and management operations systems and identifies internal controls

Reviews and evaluates internal control structures

May perform statistical random sampling of data

May perform compliance testing of significant controls to determine electronic system reliance

May conduct special investigations into questionable practices or records

May train others

Performs related work as assigned

EXPERIENCE AND EDUCATION

Graduation from an accredited four (4) year college or university with major course work in accounting, business administration, computer or management information systems or a related field

Experience in accounting, auditing, or management information systems work

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

May require certification as a Certified Internal Auditor (CIA), Certified Information Systems Auditor (CISA), or Certified Fraud Examiner (CFE)

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of accounting methods and systems and of generally accepted auditing standards and procedures

Ability to compose clear and concise audit reports, to gather and analyze accurate and relevant audit information, to communicate effectively, and to evaluate documents for accuracy and legal conformance

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time

- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations