



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **ASSISTANT PROBATE AUDITOR**
Grade: 07

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

Under the general direction of the Probate Auditor will assist the auditor in conducting financial and compliance audit and report of guardianship and estate accounting. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Will assist in audits and analyze all submitted accounting for all assets in each guardianship and estate under the Court's supervision

Verifies the existence of sufficient documentation in support of reported transactions and depreciation methods

May assist in determining compliance with state reporting requirements

May review internal control structure to identify and correct potential weakness

May consult with attorneys and other outside parties in troubleshooting discrepancies in accounting

Performs special projects under specific direction of management

Performs all other related duties involved in the operation of the Court as assigned or required

EDUCATION AND EXPERIENCE

One academic year from an accredited college or university in accounting, pre-law, political science, business or a related field

Experience in accounting or related field

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

CERTIFICATES, LICENSES AND REGISTRATION

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

Good knowledge of general accounting and audit practices

Intermediate proficiency level in using spreadsheet and word processing software experience required, such as Microsoft Office Suite

Good verbal and written communication skills

Knowledge of business or program terminology, methods, and procedures; of office procedures; and of spelling, punctuation, grammar, and arithmetic

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