

## Assistant Management Auditor Internship

College to County Intern 2022 - Multnomah County Auditor's Office

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**Pay Rate:** \$20 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2022

**Hours:** 20 - 40 hours a week

**Telework:** Eligible for a hybrid work schedule; a mix of office and telework

**Physical Location:** 501 SE Hawthorne Blvd., Suite 601, Portland, OR 97214

**Does This Position Require Driving a County Vehicle? If so, please explain why and frequency:** No

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### What Does the County Auditor Do?

The [Multnomah County Auditor](#) is independently elected by voters on a countywide basis. Our office's mission is to ensure that Multnomah County government is efficient, effective, equitable, transparent, and fully accountable to all who live in our county.

The Auditor's responsibilities include:

- Conducting performance audits
- Conducting special studies to improve government
- Operating the Good Government Hotline to help catch and prevent fraud, waste, and abuse of position in county government

Audits are in-depth, comprehensive analyses that we conduct in accordance with generally accepted government auditing standards. We examine a program, process, or service and make recommendations for improvement. We audit systems, not people.

### Internship Description:

The Auditor's Office's C2C intern will work as part of an audit team throughout their experience. The intern will develop research and communications skills while working closely with the Auditor and her staff. In addition to learning about government program evaluation/auditing, the intern will have the opportunity to learn about other government career paths as they form contacts with staff across the county. The intern may also engage with auditors in other jurisdictions in Oregon and across the U.S.

Responsibilities include:

- Acting in integrity and adhering to high ethical standards.
- Participating in audit interviews and meetings.
- Collaborating with audit team members to determine audit steps.
- Conducting a research project: identifying, carefully reviewing, and preparing summary workpapers on legal requirements, best practices, and other recognized standards related to:
  - 1) public records and responding to public records requests,
  - 2) administrative hearings, or
  - 3) a topic developed together by the intern and Auditor's staff. This would most likely be a topic related to an in-process audit of the county's budget process, the Library's work environment, or Joint Office of Homeless Services' information systems.
- Presenting the results of your research to your audit team and the County Auditor.

### **Education and Experience Qualifications:**

Required

- Strong research, writing, organization, and communication skills.
- Experience or interest in how to use research, evaluation, quality improvement, performance measures, and data to advance government improvement, transparency, accountability, and equitability.
- Experience or interest in creating charts, graphics, and other figures for synthesizing and communicating information to diverse audiences through reports and presentations.
- Demonstrated ability, or a strong desire to learn, to apply an equity or racial justice lens to your work to help foster a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values.
- Familiarity with MS Windows, PC environment, MS Word, Excel, and Google products.
- Ability to self-manage and perform directed tasks with independence.

Useful

- Experience or interest in a career in performance auditing, research, evaluation,

quality improvement, community engagement, organizational performance management, or other government careers.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.