

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32926</b>
<b>Job Class Code:</b>	<b>001</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>17</b>
<b>Workers Comp Code:</b>	<b>9410</b>		

<b>Job Code Established:</b>	<b>12/27/84</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/94</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Real Estate Series

**JOB CLASS TITLE:** REAL ESTATE AUDITOR II

**HRIS TITLE:** REAL ESTATE AUDITOR II

**WORK DESCRIPTION:** Performs difficult field audits of financial records and business operations of State regulated businesses to determine financial solvency and compliance with governing laws, rules and regulations; testifies at hearings to provide information pertinent to managements' decisions regarding the issuing, denying, and/or revoking of licenses; assists in gathering and compiling information pertinent to consumer complaints; acts as lead during field audits or functions independently.

**WORK ACTIVITIES:** Examines contracts of agencies subject to audit, to verify that all applicable laws are being observed.

Participates in evaluating consumer complaints against regulated businesses; assists in conducting special audits as required.

Examines financial records of regulated businesses; prepares audit summaries.

Examines applications from a business proposing to conduct business in the state; examines financial statements; prepares reports of findings.

Writes detailed reports based on research investigation, or inquiry, in prescribed format or on established forms provided.

Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation.

Searches for and retrieves information from files, and responds to informational requests requiring some judgment or discretion regarding current and specific business of the work system, as reflected in the records; this communication may be by telephone or by direct personal contact.

Explains agency policies, procedures, and practices to applicants, clients, representatives of other agencies, or outside individuals or groups.

Advises regulated businesses of proper financial records and reporting requirements.

Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks.

Communicates work instructions, trains, and inspects work of fellow crew members on assigned tasks.

Performs related work as required.

**WORK CONDITIONS:** Frequent travel

**SUPERVISION:** Works under general supervision

**WORK RESULTS/PRODUCTS:** Audit reports completed

**RESPONSIBILITY:** For completing all work assignments in a timely and accurate manner; for researching files and developing scope and depth of audits; for reviewing and evaluating work completed by team members.

**AUTHORITY:** To detect inconsistencies and develop recommendations for elimination thereof; to conduct pre- and exit-interviews with audits

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** principles and practices of auditing and accounting; Federal and State laws, rules and regulations as they pertain to the regulation of businesses; computerized products used in auditing and accounting processes; policies and procedures established for the work system.

**Skill/Ability to:** applying auditing and accounting methods and techniques; applying and interpreting Federal and State laws, rules and regulations as they pertain to regulation of businesses; use of computerized products used in accounting and auditing; mathematical computation; oral and written communication; interpersonal relationships.