

General Auditor III

Knowledge, Skill, Ability, and Personal Characteristic Statements Rating Results

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K02	Knowledge of auditing standards and accounting principles, used to conduct financial, compliance, and performance audits to ensure audits are conducted using the appropriate standards.
K04	Knowledge of arithmetic, algebra, geometry, statistics, and their applications to perform audits.
K01	Knowledge of organization and management techniques in the public and private sector to obtain a global understanding of the control environment of the audit entity.
K05	Knowledge of business law, the Food and Agriculture Code, government regulations, administrative rules, and procedures.
K03	Knowledge of economic principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
K06	Knowledge of specific policies and procedures related to personnel, facility operations, and health and safety to ensure compliance with departmental policies.
S03	Skill to communicate your viewpoint effectively and understand other's viewpoint in a tactful and courteous manner.
S06	Skill to establish trust and mutual respect with coworkers, management, agriculture industry, and the public.
S01	Skill at conducting interviews to obtain information that can be useful in achieving the objective of the audit.
S02	Skill to competently use computers and software to document and communicate audit results.
S04	Skill to teach fellow auditors on various components of the auditing process.
S05	Skill to remain calm in adverse audit conditions.
A17	Ability to operate a motor vehicle to travel to field audit sites.
A14	Ability to conduct oneself in a professional manner under a variety of circumstances.
A01	Ability to use analytical reasoning to analyze the reliability and integrity of accounting and economic data when conducting audits and special projects.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A03	Ability to write a report that will effectively communicate audit findings and recommendations.
A09	Ability to work independently and/or in a team environment to accomplish audit and special project objectives.
A11	Ability to assemble information gathered during the audit to support the audit results.
A13	Ability to apply effective interpersonal skills to secure and maintain the respect and cooperation from all levels of staff, agriculture industry, and the public.
A04	Ability to use electronic databases and other software to gather information and ensure accuracy and integrity of data.
A05	Ability to conduct financial, compliance, and performance audits of the Department's programs and its contractors, governmental jurisdictions, and other entities to determine accountability and compliance with laws, rules, and regulations.
A08	Ability to apply auditing standards and accounting principles and procedures to perform duties efficiently and effectively.
A12	Ability to apply written and oral communication techniques in the exchange of information and/or provide assistance to staff and others.
A15	The ability to analyze and combine pieces of information to form opinions and/or conclusions (includes finding a relationship among seemingly unrelated events).
A10	Ability to use organizational charts, flow charts, guides, questionnaires, observations, and other presentation tools to make formal presentations.
A02	Ability to apply elementary statistical methods to generate audit sample tests.
A06	Ability to use computers and standard office equipment to enter data and process information necessary in the analysis of data.
A07	Ability to complete multiple projects simultaneously, addressing the various stages, and changing priorities within appropriate timeframes, while maintaining a high level of work productivity.
A16	Ability to qualify for a fidelity bond.
PC03	Ability to carry a laptop computer, audit materials and supplies when traveling to perform audits.
PC06	Must be honest and ethical to ensure integrity of the audit.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
PC01	Willingness to travel, stay overnight, and work in various locations away from the headquarters office.
PC02	Willingness to work independently under a variety of conditions provided to you by auditee (ie: limited office space, hot or cold air, loud noises, strong odors, etc.).
PC05	Must be able to work independently under stressful conditions and complete audit assignments within budgeted time.
PC04	Willingness to walk across wet floors, stairways, around loud and heavy machinery and climb ladders.
PC07	Possess a good-natured and cooperative attitude to ensure work cohesiveness.
PC08	Willingness to take the lead and offer opinions and direction in the workplace and with industry stakeholders.
PC09	Use creative and alternative thinking to develop new ideas for and answers to work-related problems.