

General Auditor II
Essential Task Rating Results

Task #	Task Statement
1	Obtain and interpret relevant and authoritative criteria for the program or current issues under audit.
2	Identify and gather relevant sources of evidence for testing.
3	Identify the auditee or internal agency's policies and procedures for the purpose of observing and understanding its procedures and practices.
4	Interview the auditee or internal agency's personnel responsible for the programs or issues under audit.
5	Assist in the preparation and administration of surveys used in decision making for each project.
6	Test data to determine its accuracy, completeness, timeliness, and reliability from selected samplings.
7	Perform procedures to determine whether financial information is presented in conformity with generally accepted accounting principles, federal and state laws and regulations, and industry practices to produce reports.
8	Perform an objective and independent evaluation of the auditee, and recommend appropriate corrective courses of action.
9	Prepare work papers to document work performed and to support conclusions and recommendations necessary to render the audit opinion.
10	Write audit reports explaining the provisions and application of law, discussing audit procedures, findings, and recommendations with the organizations or Departmental personnel.