



## DALLAS COUNTY JOB DESCRIPTION

---

<b>Job Title:</b>	Audit Supervisor	<b>Job Code:</b>	6018700	<b>Job Grade:</b>	E
<b>Reports To:</b>	Manager	<b>Pos. No:</b>	956, 987, 5046	<b>FLSA Code:</b>	E
<b>Department:</b>	County Auditor	<b>Loc. Code:</b>	5012074	<b>SIC Code:</b>	9311
				<b>WC Code:</b>	8810
<b>Division:</b>	Various	<b>CS Code:</b>	A	<b>EEO Code:</b>	B01

---

**Summary of Functions:** Assists in managing the daily operations of the Benefits, Budget or Payroll Division in the County Auditor's Office by planning, assigning and supervising the work of others, establishing goals and objectives, developing schedules, priorities and standards for achieving goals, and coordinating and evaluating activities.

**Management Scope:** Supervises exempt and non-exempt staff.

---

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Assists management by planning, organizing, delegating and overseeing the daily operations to ensure compliance with applicable laws, policies and procedures.	30	E
2. Ensures staffing coverage is adequate, productivity standards are met and are effective; provides feedback to staff; collects data for performance measures; and generates activity and programmatic reports.	25	E
3. Researches and maintains comprehensive knowledge and understanding of applicable laws, policies and procedures to effectively communicate with staff, other departments and the general public to resolve problems, answer questions, provide assistance and modify policies/procedures.	15	E
4. Hires and trains exempt and non-exempt staff, evaluates performance and initiates disciplinary actions. Prepares scheduling, productivity and workload statistical reports for employees.	10	E
5. Develops and implements goals and objectives, performance measures and techniques to evaluate programmatic activities.	10	E
6. Ensures system parameters and tables are updated and maintained to provide efficient and accurate processing of data.	05	N
7. Performs other duties as assigned.	05	N

---

### Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting or in a job related field of study. Two (2) years of direct work related experience in benefits, budget or payroll.

Special Requirements/Knowledge, Skills & Abilities:

Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess extensive knowledge of all applicable laws, policies and procedures for the specialized area assigned.

Physical/Environmental Requirements:

Standard office environment.

Hay Points/Point Factor:

KH: EI3 230 pts, PS: D2 (22%) 50 pts, AC: D1C 57 pts, TTL: 337 pts, KH/PS/AC: 68-15-17, Profile: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on \_\_\_\_\_

Date \_\_\_\_\_

Approved by Civil Service Commission on \_\_\_\_\_

Date April 19, 2004

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.