



King County

Invites Applications for the Position of:

Audit Intern (Summer 2018)

King County is committed to equity and diversity in the workplace. In addition, the County is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional, and fair and just.

WORK LOCATION: King County Courthouse

DIVISION: Auditor's Office

SALARY: \$18.68 to \$23.68 per hour, DOQ

APPLICATION PERIOD OPENS: 2/9/2018

APPLICATION PERIOD CLOSES: 3/9/2018

BENEFITS: Transportation Pass (ORCA card)

JOB SUMMARY: The audit intern joins a team of auditors conducting performance audits designed to improve the accountability, performance, and efficiency of county government. Projects for this summer may include Transit On-Time Performance, Superior Court Juries, Sheriff's Office Risk Management, or other analytical projects. The audit intern will help analyze county operations and management practices. Audit interns are expected to fully participate in the critical work of the office and are intimately involved in team discussions and decisions about the direction and results of analysis. Work may include: research; preparation and/or participation in audit interviews; a variety of quantitative and/or qualitative analysis; development of audit documents; report writing; or other activities to further the goals of the project.

WHO: The position is open to full-time students currently enrolled in a graduate degree program. We are especially interested in students who can contribute, through their experience and background, to the diversity and strength of our analytical work. Women, people of color, individuals with disabilities, and veterans are encouraged to apply.

HOW: Reply to our job posting by submitting a resume and letter of interest to Rachel Reitz at Rachel.Reitz@kingcounty.gov. You can also call Rachel with any questions at 206-477-1032.

SCHEDULE: Work hours are negotiable with a minimum of 12 and a maximum of 35 hours per workweek. Starting and ending dates are flexible based on your needs and the needs of the office. The workweek is normally Monday through Friday 8:30 a.m. – 4:30 p.m., excluding county observed holidays. This position expires September 28, 2018, but it could be extended if workload and budget capacity allows.

THE INTERNSHIP REQUIRES:

- Curiosity and willingness to learn
- Collaborative work in a dynamic, goal-oriented team environment
- Maintaining objectivity and credibility
- Analyzing complex qualitative and quantitative information, with support, using statistical, financial, program evaluation, and policy analysis methodologies
- Basic understanding of government operations
- Completing tasks quickly
- Ability to ask for and integrate support from the team
- Proficiency in commonly used productivity software (i.e., MS Office)

HELPFUL EXPERIENCE:

- report writing
- interviewing
- project planning
- data collection
- qualitative and/or quantitative analysis
- policy analysis
- stakeholder analysis
- complying with standards
- quality control
- performance auditing
- program evaluation

OTHER INFORMATION: The King County [Auditor's Office](#) is an independent office within the legislative branch of government that includes the King County Council. The office conducts performance audits of King County government. These audits are listed in the biennial [work program](#) and assess efficiency and effectiveness. We follow Generally Accepted Government Auditing Standards established by the U.S. Government Accountability Office, otherwise known as the [Yellow Book](#). [Current reports](#) produced by our office are available on our web page. We value collaboration, supportive intellectual antagonism, and humor, along with hard work.

Student internships are programs that provide students with exposure to workplace activities, which are related to your field of study. As a student intern, you are an at-will temporary employee and serve at the pleasure of the hiring authority; either you or the county may terminate your employment at any time with or without cause or prior notice. You would not be a part of the county's career service system or receive county benefits. Audit interns need to:

- be enrolled as a full-time student in a school, organization, or institution
- provide proof of full-time enrollment upon hire and throughout employment on a recurring schedule for the regular school year, or proof of continued full-time enrollment for fall to qualify for work during summer break
- provide acceptable proof of identity and authorization to work in the United States.