



JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL JOB POSTING: INTERN or PART-TIME AUDITOR/INVESTIGATOR

Position Title:	Intern or Part-time Auditor/Investigator	Salary:	\$18 - \$22 per hour
Date Posted:	05/12/2023	Location:	990 N. Corporate, Jefferson, LA
Deadline:	Open until filled	Apply to:	employment@jpoig.net

How to Apply

Qualified applicants should apply by sending the below documents to employment@jpoig.net. Applicants may apply by sending documents via USPS or other national carrier to: ATTN Employment at JPOIG, Jefferson Parish Office of Inspector General, 990 N. Corporate, Suite 300, Jefferson, LA 70123.

1. Cover letter;
2. Resume;
3. Copies of college transcript(s);
4. Three (3) references.

All applications will be reviewed and considered upon receipt.

Successful applicants will be contacted for interview.

Kind of Work

The Office of Inspector General is a department within Jefferson Parish government responsible for auditing, evaluating and investigating to detect and prevent fraud, waste and abuse in government. This position is responsible for supporting auditors and/or investigators. Auditing and investigative activities include data entry, review and analysis, surveillance, evidence collection, interviewing individuals, and preparing reports. This position will support these activities and will also serve records requests, retrieve responses to records, conduct surveillance, document evidence, summarize interviews, and document auditing and investigative activities. Audits are conducted in accordance with Generally Accepted Government Auditing Standards. Investigations are performed in accordance with the Association of Inspectors General's standards.

Qualifications

Minimum Qualifications

- A candidate for a bachelor's degree from an accredited college or university. Preferred fields of study are accounting, finance, management, business administration, public administration, criminal justice, or closely related field;

- Excellent computer skills including word processing applications, Excel, internet usage, and other public records databases; exceptional writing ability, superb integrity, and robust critical thinking ability;
- A valid driver's license and the maintenance of a valid Louisiana driver's license is required. Must be able to obtain a Louisiana license within 30 days of residency.

Preferred Qualifications

- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy;
- Experience receiving and maintaining documents containing private, privileged or confidential information; and
- Experience composing written, professional communications in a professional or academic setting.

Marginal Functions

While the following tasks are not necessary for the job, you may be expected to perform the following:

- Completing routine administrative duties.
- Performing related duties as necessary or directed.

Hours of Work

General hours of work are during normal office hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. Part-time employment of twenty (20) hour minimum per week is preferred.

Salary

Salary: **\$18 - \$22 per hour** based upon qualifications and experience.

Conditions of Employment

- Must be able to travel on a Parish-wide and regional basis using your personal vehicle;
- This is an exempt at-will employment position;
- A contingent offer of employment will require the successful completion of a satisfactory pre-employment physical, drug test, and background investigation.

Jefferson Parish OIG is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish OIG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.