



## King County

### Invites Applications for the Position of: Audit Intern (Summer 2023)

*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 & Remote**

RECRUITMENT OPENS: **1/25/2023**

DIVISION: **King County Council/Auditor's Office**

RECRUITMENT CLOSES: **2/22/2023, noon PST**

SALARY: **\$20.92 to \$26.52 DOE** (2022 rate)\*

BENEFITS: **Transportation pass, sick leave**

*\*(Will be paid at 2023 rate; 2023 rate not available at publication.)*

**JOB SUMMARY:** The audit intern will join a team of auditors conducting performance audits designed to improve the accountability, performance, equity, and efficiency of county government. Projects for this summer may include road and bridge conditions, behavioral health, for-hire vehicle licensing, 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.

In recruiting for our team, we welcome the unique contributions that team members bring in terms of their race, age, sex, gender identity and expression, sexual orientation, ethnicity, nation of origin, languages spoken, veteran's status, religion, physical ability, and beliefs.

**HOW:** Reply to our job posting by submitting a résumé and letter of interest to Rachel Rawlings, Auditor's Office Administrative Manager, at [Rachel.Rawlings@kingcounty.gov](mailto:Rachel.Rawlings@kingcounty.gov). You can also email Rachel with any questions about this position. We anticipate holding interviews between March 1 and 10 and extending our conditional offer to the finalist between March 10 and 13.

**SCHEDULE:** Work hours are a minimum of 30 and a maximum of 35 hours per week. The start and end 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 29, 2023, but it could be extended if workload and budget capacity allow.

#### **THE INTERNSHIP REQUIRES:**

- ability to ask for and integrate support from the team
- analyzing complex qualitative and quantitative information, with support, using statistical, financial, program evaluation, and policy analysis methodologies
- basic understanding of government operations
- collaborative work in a dynamic, goal-oriented team environment
- completing tasks quickly
- curiosity and willingness to learn
- maintaining objectivity and credibility
- proficiency in commonly used productivity software (i.e., MS Office)

**HELPFUL EXPERIENCE:**

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

**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 US 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 related to their field of study. A student intern is an at-will temporary employee and serves at the pleasure of the hiring authority; the intern or the County may terminate employment at any time with or without cause or prior notice. Interns are not part of the county's career service system nor 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.

**CONDITIONS OF EMPLOYMENT:** The selected candidate must live in Washington state. Work is currently conducted in a hybrid (in-person and remote) environment. You must be available for periodic in-person work. The current expectation, which is subject to change, is that staff will attend in-person for events such as monthly staff meetings, project gate meetings, and presentations to council committees but otherwise work remotely. You must have a secure and reliable internet connection for remote work—a minimum of 30 megabits per second download speed to accommodate video meetings. All staff sign agreements related to independence, ethics, code of conduct, and team engagement. Employees will receive a County-issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours.

**COVID-19 VACCINATION REQUIREMENT:** King County Legislative Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate, the County will send you a conditional offer letter. As a condition of employment, prior to a final offer of employment, you will be required to: submit proof of vaccination, or have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation. People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

**EQUAL OPPORTUNITY EMPLOYER:** King County is an Equal Employment Opportunity (EEO) Employer. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.