

## **Audit Clerk - Job Standards**

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

### KNOWLEDGE OF WORK:

Is trained in basic audit procedures, follows instructions, and produces audit reports accurately completed in accordance with standard procedure  
Understands how various organization functions fit into the overall operation and where weaknesses in policy, procedure and application of work processes represent risk and susceptibility to error  
Knows what a financial institution is, its basic operation, its mission and goals

### QUALITY OF WORK:

Follows directions using tried and tested audit methods and procedures in performing tasks  
Thoroughly documents each audit procedure to support work performed and results obtained  
Performs tasks involving volume as opposed to scientific application

### QUANTITY OF WORK:

Handles numerous repetitive tasks (i.e., account verification work) that are easily performed using standard methods and procedures  
Verifies records and logs relating to security procedures on a regular basis  
Demonstrates the ability to handle a variety of minor auditing tasks on a repetitive basis

### ORAL COMMUNICATION:

Uses proper grammar; uses a pleasant tone of voice  
Asks; does not demand records, answers to questions, or other information  
Communicates clearly, concisely and completely. Is a good listener.

### WRITTEN COMMUNICATION:

Writes legibly, giving factual data and information  
Uses personal computer to produce audit reports and other written records  
Uses proper grammar, and documents all written information in clear, succinct terms