How to Apply

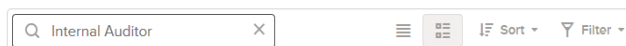## Department of Auditor-Controller
INTERNAL AUDITOR

You may apply and participate in this recruitment if you anticipate that you will complete the following requirements by June 30, 2019

Have a <u>Bachelor's degree</u> from an accredited college or university with <u>21 semester</u> units or <u>32 quarter</u> units of <u>accounting</u> courses, <u>including a course in auditing</u>.

I. Search for the Bulletin
1) **Go to**: www.governmentjobs.com/careers/lacounty
2) **Search**: Internal Auditor
3) Under Job Title column, **Click on**: Internal Auditor / Accountant-Auditor
4) This will bring up the Job Bulletin for your review.
5) On the top right of the bulletin, **Click on** APPLY
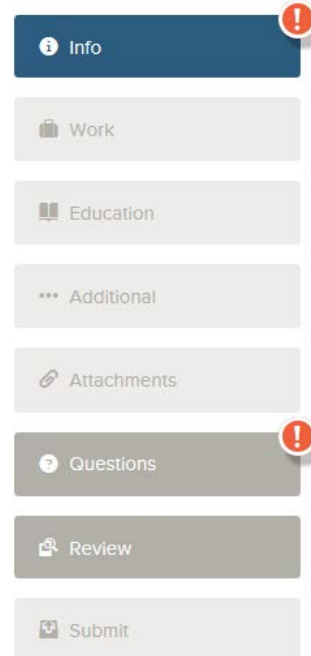
II. Sign-in or Create an Account
- **Sign In,** if you have already created an account
  -OR-
- **Create an Account**
  a. We will be sending you information via email so it is recommended that you use a personal email account in lieu of a student or work email

III. Complete your Account and Application Information
1) **Info Tab (Required)**
2) Work Tab (Optional)
3) **Education Tab (Required)**
   a. Include your College, Major, and projected End Date (Graduation Date)
4) Additional (Not Required)
5) Attachments (Optional at this time)
   a. Note: Prior to consideration of appointment candidates will be required to provided official transcripts to verify that they meet the position requirements.
6) **Questions Tab (Required)**
   a. Agency Questions
   b. **Supplemental Questions (Required)**
      i. <u>Note</u>: The information you provide on the supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the examination process.
7) Review Tab
   a. Review your application information

IV. Submit your application
All done! Thank you for applying. Our Recruitment Team will contact you with additional instructions within a few weeks.

All information included in the application and supplemental questionnaire is subject to verification at any point during the examination and hiring process, including after an appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.