

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:

Coordinator, Internal Auditor

CLASSIFICATION -0.00

- x Make oral and written presentations.
- x Establish and maintain cooperative and effective working relationships with others.
- x Work in a team environment.
- x Compose correspondence and written materials independently.
- x Operate a computer, related software, and standard office equipment.
- x Lift light objects according to safety regulations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and school site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders and horizontally, bend at the waist, and kneel or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information, and make presentations; see to read financial and fiscal records and reports; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

NOTE: This job class has been designated “Confidential” by the Board of Education in accordance with the Rodda Act.

(Former: Auditor Analyst)