

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 2220300

Senior Editor Audit Reports, Grade 21

Brief Description of Class

Senior Editors Audit Reports compose and edit financial and technical reports, and ensure professional standards of quality audit reports. These positions train auditors in report writing; administer training programs to improve the composition of audit findings; and supervise the production process for final publications.

These positions are only classified at the Office of the State Comptroller (OSC).

Distinguishing Characteristics

Senior Editor Audit Reports: oversees production of technical and financial audit reports illustrating findings; may supervise lower-level audit and clerical staff.

Illustrative Tasks

Senior Editor Audit Reports

Composes and edits audit, financial, and technical reports concerning the financial and management plans and performance.

Participates in the team edit process with auditors to better understand the issues included in the audit report.

Ensures all reports and documents are clear, concise, accurate, and prepared in a timely manner. Proofreads draft and final reports to ensure that they meet Division standards for format presentation, and computation.

Determines and maintains uniform standards of style and usage for all written materials; updates and communicates standards to staff.

Assists in the final production process for reports, newsletters, and other publications.

Develops and conducts training programs to improve writing abilities of auditors on an individual and classroom setting basis. Participates in agency-wide training events. Verifies statistically significant mathematical analyses contained in reports.

Consults with appropriate office to confirm relevant legal interpretations of reports.

Designs and prepares tables to illustrate audit findings in reports.

Performs the full-range of supervisory responsibilities when assigned to supervise staff.

Minimum Qualifications

Senior Editor Audit Reports

Open-Competitive: bachelor's degree and three years of professional experience editing or writing reports based on source documents prepared by others.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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