Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Additional benefits of working at this location include:

- Free Parking
- Walking distance to McKinley Park
- Close to major freeways
- Close to midtown shopping and restaurants
- Enclosed bicycle parking

Applications will be screened and only the most qualified will be interviewed. Application must include "to" and "from" employment dates (mm/dd/yyyy), hours per week, and prior employment contact information including contact number. Candidates who qualify under Pattern II of the Minimum Qualifications using college education must submit verifying documentation. Applications received without this information may not be considered for this position.

The selected candidate considered for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Special Instructions:
In addition to the application, please provide a resume, and a personal statement of your education, training, experiences and skills that best qualify you for this position. The statement should also convey what specifically motivated you to apply for this position. Responses should be no longer than one page, single-spaced and in 12-point font. A notation or reference to other materials such as resumes or applications will not be considered and will not substitute for this statement.

Description of the Division:
The Division of Audits team determines the legality and accuracy of all claims against the State through the performance of pre- and post-payment audits. We assure the accuracy of local government claims and financial statements submitted to the state and federal government by annually reviewing and revising audit guidelines, reviewing audits performed by independent local auditors under these guidelines, and performing audits of a variety of state and federal programs. Through audit activity, our Division identifies improper expenditures of state and federal funds.

Description of the Bureau:
The Operations Bureau conducts pre-payment audits of claims submitted for payment by state agencies to ensure legality, validity, and compliance with rules, laws, and regulations. The Claims Audits program performs prepayment audits of FI$Cal and manual claims filed against the State Treasury. By maintaining an effective prepayment audit capability, the program deters the filing of improper claims. Before a claim can be paid, claim auditors determine that the charges are for a legal purpose, that a valid budget appropriation exists, and that the charges are proper in relation to the functions and programs of the agency concerned. The bureau's audits frequently reject claims submitted by state agencies. Bureau members do legal research to determine whether the claimant has sufficient authority for incurring an obligation and whether the claim conforms with the opinions of the courts and the Attorney General, the California Constitution, and state and federal statutes.

Scope of Position:
Under general direction provided by a Supervisor or Principal Claim Auditor, the incumbent, at the journey level, will perform general office duties in the Operations Bureau as they relate to the processing of claim schedules. This requires a high degree of initiative and independence in completing assigned tasks. General office duties include:

- Typing:
- Process and review contract documents;
- Mail and document handling;
- Ordering and maintaining supplies;
- Filing and records management;
- Process transfer letters; and
- Professional and effective communication with all contacts, both internal and external.

Duties and Responsibilities:
The California State Controller's Office (SCO) derives its audit authority and procedural guidance from (1) the California
State Constitution, Article 16, Section 7, (2) Government Code Section 12410, and (3) Government Code Section 925.6(a). Additionally, California Government Code Section 927 (Prompt Payment Act) states that the Controller shall pay claimants within 15 calendar days of receipt of a correct claim schedule. Failure to make a payment within the 15 calendar days will result in the Controller paying applicable penalties to the claimant. 

Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.

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Contract-related Tasks

- Receive contracts/amendments from agencies (paper and electronic).
- Visually scan contract/amendments for key data per requirements.
- Accurately enter data into the required fields of the Contracts/Leases Database.
- Save contracts submitted via email into the SharePoint database.
- Research problems independently and take action.
- Maintain the contracts filing system.
- Evaluate contract file content and purge outdated information.

Claim-related Tasks

- Key claim information (STD 218) into the Claim Audits Tracking System (CATS) to receive claims.
- Release claims from the CATS system.
- Stamp and code each claim.
- Sort claims for distribution to the audit units.
- Pick up claims and sort by date for release.
- Deliver and pickup claims and other documents (boxes up to 30 pounds).
- Process cash transfer letters for submission to the State Accounting and Reporting Division (SARD).
- Review claim correction/return letters for mathematical, grammar, and spelling errors prior to mailing them.
- Verify claim information is accurate in the Mainframe System.

Document Handling

- Schedule State Records Center claim pickups as per record retention requirements.
- Recall paid claims from archive per Public Records Act.
- Maintain daily and monthly statistical information.
- Provide support services for all Bureau staff.
- Answer telephone inquiries pertaining to claims.
- Maintain signature cards.

Desirable Qualifications:

- Exemplary organizational skills with a strong commitment to quality customer service, through positive experiences.
- Exceptional attendance and proven reliability.
- Ability to use tact and respectable judgment.
- Demonstrated positive attitude, overcomes challenges and remains optimistic under pressure and adversity.
- Strong and effective communication skills.
- Ability to be flexible in response to a changing workload, considers creative approaches and applies novel solutions.
- Ability to adapt and collaborate, in a variety of situations, with peers and managers.
- Strong interpersonal skills, ethics and integrity.
- Effective ability to use and adapt to technology.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national
origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 1/15