

Investigator – Fraud, Waste and Abuse (Level II or III)

The Office of the City Auditor (Office) for the City of Dallas (City) is a dynamic, diverse organization that independently evaluates City government activities. The Office serves as a catalyst to improve internal controls and the efficiency and effectiveness of City government. The Office also has responsibility for investigation of fraudulent, wasteful and abusive activities by City employees or parties doing business with the City.

Audit Position: The Investigator position (Assistant City Auditor Level III) conducts investigations in conformance with Council of the Inspectors General on Integrity and Efficiency quality standards for inspection and evaluation. The position will be responsible for: (1) planning investigations; (2) securing, collecting, and examining documentary evidence; (3) interviewing witnesses and subjects of investigations; (4) analyzing and interpreting data, policies, rules, and laws; (5) writing investigative summaries and reports; and, (6) testifying in criminal, civil and administrative proceedings.

Position Requirements – Required:

- Bachelor's degree, in criminal justice, accounting, business, or a related field
- Professional certification preferred for Level II position (**CFE, CPA, CIA – required for Level III position**)
- 2+ years (Level II) or 4+ years (Level III) of investigative experience or internal or external governmental auditing experience
- Lead investigator experience, including supervising, training, and evaluating staff auditors – **required for Level III position**
- Proven understanding of business processes and internal controls
- Analytical skills, including the ability to evaluate facts and data to draw conclusions, even if information is limited
- Ability to explain problems or situations using a systematic framework
- Effective interpersonal skills, strong oral and written communication skills
- Demonstrated project management skills / ability to meet project timelines
- Team player that works collaboratively with various team members to accomplish investigative projects timely
- Self-motivation, ability to work well with minimum supervision, and strong computer skills, including proficiency in Microsoft Office Suite

Position Requirements – Preferred:

- ACL data analysis

Compensation: \$54,631.00 - \$70,000.00 annually (**Level II**); \$73,541.00 - \$90,000.00 annually (**Level III**); depending on experience and qualifications

Apply by submitting your resume, with cover letter and salary requirements, via e-mail to monica.anderson@dallascityhall.com. Please reference JOB ID # FWA-10/17.