

## Assistant City Auditor (Level II or III) – Investigative Services

**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 Office's Investigative Services function conducts investigations in conformance with Council of the Inspectors General on Integrity and Efficiency quality standards for inspection and evaluation. The Assistant City Auditor – Investigative Services position will be responsible for: (1) maintaining a database and all associated files for all allegations of fraud, waste or abuse received by the Office; (2) prioritizing matters to be investigated; (3) spotting relevant issues and planning investigations; (4) working closely with departmental management; (5) securing, collecting, and examining documentary evidence; (6) interviewing witnesses and subjects of investigations; (7) analyzing and interpreting data, policies, rules, and laws; and, (8) writing investigative summaries and reports.

### **Position Requirements:**

- Bachelor's degree, in criminal justice, accounting, business, or a related field
- Professional certification preferred for Level II position (CFE, CIA, Paralegal)
- CFE required for Level III position
- Investigative experience required for Level III position
- 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
- ACL data analysis a plus

**Compensation:** \$55,000 - \$70,000 annually (**Level II**); \$74,000 - \$90,000 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](mailto:monica.anderson@dallascityhall.com). Please reference JOB ID # FWA0118.