

**Administrative Specialist**  
**Dallas City Attorney's Office – Inspector General Division**

The Dallas City Attorney's Office is seeking an energetic, organized individual with at least three to five years of administrative experience to provide administrative support for the Inspector General Division. The mission of the Inspector General Division is to enhance public confidence in city government by identifying and eliminating ethics violations, corruption, fraud, waste, and abuse.

The successful candidate will perform administrative duties, including assisting in disseminating information; developing, coordinating, and maintaining record keeping and filing systems; drafting correspondence; communicating with residents, city departments, and others; answering the telephone; scheduling meetings and appointments; and proofreading various documents. Other duties may be assigned.

Candidates must be proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Acrobat Professional and must have the ability to effectively communicate verbally and in writing. Candidates must also be able to multi-task and work well under pressure. Candidates must have strong organizational skills and attention to detail. Candidates must have the ability to establish and maintain effective working relationships with all levels of management, city officials, vendors, other government agencies, other employees, and the general public.

Salary is commensurate with experience. The city's comprehensive benefits package comes with the position. This position is exempt from the provisions applicable to civil service, pursuant to Chapter XVI, Section 9 of the Dallas City Charter. Information concerning the Dallas City Attorney's Office is available at [www.dallascityattorney.com](http://www.dallascityattorney.com).

If interested, please send a resume and three references, to:

[attresumes@dallascityhall.com](mailto:attresumes@dallascityhall.com)

No phone calls, please.