

**Assistant City Attorney
Dallas City Attorney's Office- Inspector General Division**

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney with three to five years of experience to fill a full-time position in the Inspector General Division of the City Attorney's Office. 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 Inspector General Division is led by the inspector general who supervises, directs, coordinates, and reviews independent investigations into ethics violations; fraud, waste, abuse, and corruption by city officials, city employees, and persons doing business with the city; prosecutes alleged violations of the city's Code of Ethics before the Ethics Advisory Commission ("EAC"); issues subpoenas for attendance of witnesses and production of documents; and issues advisory opinions to city officials and employees.

The successful candidate will also assist the Chief Integrity Officer ("CIO") in administering and managing the integrity officer program under the supervision of the inspector general; assist in developing and implementing training programs and other communication with city officials, city employees, and persons doing business with the city that reinforce ethical conduct and the requirements of the city's Code of Ethics. The successful candidate will assist the inspector general, CIO, Ethics Advisory Commission, and city manager on matters of ethics, including drafting ethics advisory opinions; proposing amendments to the Code of Ethics; notifying all city departments and offices of any significant amendments to the Code of Ethics; assisting city officials and employees with questions related to the Code of Ethics; assisting the inspector general in the enforcement of the Code of Ethics; and promoting a culture of ethics within the city. Other duties may be assigned.

Applicants must possess effective leadership skills; excellent verbal and written communication skills; strong analytical and critical thinking skills; the ability to comprehend, interpret, and apply the appropriate sections of applicable laws, guidelines, regulations, ordinances, and policies; and responsible and reliable personal skills in addressing sensitive topics and communicating with employees, council members, and the community. The ideal candidate will also have experience in providing training and knowledge of current regulatory and legislative trends affecting ethics programs.

Applicants must be currently licensed to practice law in Texas and be in good standing with the State Bar of Texas. Certification issued by the Society of Corporate Compliance and Ethics and/or Certified Fraud Examiner certification is a plus.

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. Details concerning the Dallas City Attorney's Office are available at www.dallascityattorney.com.

If interested, please send a resume, cover letter, and writing sample of no more than ten pages to:

attresumes@dallascityhall.com

No phone calls, please.