

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

The Dallas City Attorney's Office is seeking an energetic, self-motivated attorney 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 be responsible for independently investigating and prosecuting violations of the Code of Ethics, corruption, fraud, waste, and abuse before the EAC. The successful candidate will also make decisions and propose dispositions regarding assigned cases; advise investigators on complex cases and issues lacking precedent; train investigators; participate in the Inspector General Division's efforts to provide sound and effective legal advice and training for city officials, employees, and external partners; partner with federal, state, and local law enforcement agencies to develop and manage ethics prosecutions; evaluate investigation reports to determine whether an evidentiary hearing before the EAC is warranted; and provide advice regarding the planning, discussion, and coordination of the activities related to the prosecution of ethics violations. Other duties may be assigned.

Applicants must be licensed to practice law in the State of Texas, be in good standing with the Texas Bar, and have administrative, civil and/or criminal litigation experience.

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.