

**Executive Assistant**  
**Dallas City Attorney's Office – Inspector General Division**

The Dallas City Attorney's Office is seeking an energetic, organized executive assistant with at least three to five years of 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's responsibilities include administrative duties such as filing, typing, copying, binding, scanning, etc.; data entry of hotline calls into the case management system; establishing and maintaining files of assignments, projects, and other work; drafting routine, standard correspondence; communicating with residents, city departments, and others; proofreading various documents; archiving files in accordance with the City of Dallas's records retention policy; reviewing and distributing incoming mail and processing outgoing mail; and managing various reports. 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. Details concerning the Dallas City Attorney's Office are available at [www.dallascityattorney.com](http://www.dallascityattorney.com).

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

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

No phone calls, please.