

Investigator

Dallas City Attorney's Office – Inspector General Division

The Dallas City Attorney's Office is seeking an energetic, self-motivated individual with at least five to ten years of experience in investigative work to fill a full-time position as an investigator 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 has jurisdiction to conduct investigations into potential violations of the city's Code of Ethics by city employees, city officials, and individuals, or companies receiving city funds and/or doing business with the city. Depending on the nature and scope of the task, the division partners with other city departments, including the Dallas Police Department, federal and/or state law enforcement agencies, as well as federal, state, and local prosecutors.

The successful candidate will conduct investigations into ethics and fraud, waste, and abuse complaints in conformance with Principles and Standards for Offices of Inspector General (Green Book Standards). The successful candidate will be responsible for: (1) planning investigations; (2) securing, collecting, and examining documentary evidence; (3) interviewing witnesses and subjects of investigations; (4) analyzing and interpreting data, policies, rules, and laws; (5) writing investigative summaries and reports; and (6) testifying in criminal, civil, and administrative proceedings. Other duties may be assigned.

Applicants must possess a bachelor's degree in criminal justice, accounting, business, or a related field. A Certified Fraud Examiner certification is preferred.

Applicants must also have strong analytical skills, including the ability to evaluate facts and data to draw conclusions, even if information is limited, and the ability to explain problems or situations using a systematic framework. Candidates must have effective interpersonal skills, strong oral and written communication skills, demonstrated project management skills, and ability to meet project timelines. The ideal candidate will be a team player who works collaboratively with various team members to accomplish investigative projects timely.

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 and cover letter to:

attresumes@dallascityhall.com

No phone calls, please.