

## **Legal Office Administrator Dallas City Attorney's Office**

The Dallas City Attorney's Office (CAO) is seeking a motivated, organized, and detail-oriented team player with at least three years of experience in office management who will be responsible for managing administrative operations of the CAO including, budget development and management, grant compliance and reporting, facilities, risk management, data management, information technology, accounts payable, agenda coordination, contract management, website development and design, travel coordination, and marketing.

The legal office administrator will develop and monitor the CAO's annual general and grant fund budgets; monitor compliance with grant and general funds; administer the approved budgets; assist with audits for grant funds; perform or facilitate and delegate accounting functions as needed; assist with human resource management; manage equipment, office services, and facilities; conduct payroll audits for CAO; oversee performance measures and data analytics for CAO; ensure training compliance with risk management recommendations; provide training to CAO employees regarding office procedures and information systems; supervise the administration team; assist with development and/or revision of office guidelines and procedures; collect and report office statistical information; and assist with special projects. Other duties may be assigned.

Previous experience working in a large law firm or municipality is a plus. Applicants must possess excellent critical thinking and problem-solving abilities, oral and written communication skills and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees, and the public. Additionally, the successful candidate should be able to work independently and manage multiple tasks simultaneously. A bachelor's degree in business, public administration, economics, or related field is required.

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 resume and three references to:

[attresumes@dallas.gov](mailto:attresumes@dallas.gov)

No phone calls, please.