



ASSISTANT INSPECTOR GENERAL (Attorney) **(Office of Inspector General)**

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Under general direction of the Chief Assistant Inspector General, this position provides professional legal direction and advice to the OIG on matters that affect the department's operations and performs related duties as required.

DUTIES:

- Collaborates with all sections of the Office to provide legal support, advice, and direction for investigations, performance audits, program reviews, inquiries, and compliance activities.
- Drafts legal memoranda, reports, advisories, and notifications detailing investigative findings and recommendations for transmission to the Mayor's Office, Corporation Counsel, City Council, department heads, and other affected entities.
- Performs legal research into local, state, and federal laws and ordinances relative to assigned cases and transactional matters.
- Prepares affidavits and other documents for criminal, civil or administrative actions and coordinates production of legal documentation with OIG investigators.
- Coordinates with outside law enforcement and prosecutorial entities as appropriate to assist in the investigation and prosecution of violations of criminal law.
- Observes and provides legal support to investigators and prosecutors during trials and administrative hearings.
- Conducts interviews of potential witnesses and subjects of investigations.
- Provides training on legal issues as requested by senior management.
- Performs related duties as required.

MINIMUM QUALIFICATIONS: Graduation from an ABA accredited law school with a Juris Doctorate degree and admission to the Illinois Bar (or another state bar), supplemented by three years of legal experience, or an equivalent combination of training and experience, provided the law license requirement is met.

DESIRED EXPERIENCE, SKILLS AND ABILITIES:

- Prior legal experience in the area of internal investigations, criminal law, or labor/employment law.
- Knowledge of the City's organizational structure and department policies, procedures, rules, and regulations.
- Knowledge of investigative methods, techniques, practices, and procedures.
- Excellent analytical skills.
- Superior writing, research, and editing skills.
- Ability to organize, prioritize, monitor, and execute competing assignments, and control deadlines.
- Demonstrated leadership ability and initiative on assigned tasks.
- Consciousness of diversity, inclusion, and equity challenges across communities, including for under-served and under-represented communities in the City of Chicago and commitment to address those challenges and positively contribute to OIG's internal culture of inclusion, respect, and community.
- Readiness to collaborate with colleagues in and across all the office's sections.

ANNUAL SALARY: Commensurate with Experience up to \$105,156

KNOWLEDGE SKILL AND

ESSAY REQUIREMENT: A passing score on a knowledge skill test(s) and/or essay may be required.

RESIDENCY REQUIREMENT: Employees must be a resident of the City of Chicago and proof of residency is required at the commencement of employment.

WE VALUE DIVERSITY

The Office of the Inspector General (OIG) is an equal opportunity employer.

OIG is an inclusive organization that hires and develops all its staff of all levels regardless of race, religion, color, ethnicity, national origin, ancestry, marital or parental status, sex, gender expression or identity, sexual orientation, physical or mental ability, age, veteran status, and all other characteristics protected by law.

OIG strives to create the kind of workplace where a socially diverse mix of people can thrive professionally. We pride ourselves in meeting our legal charge to promote economy, effectiveness, efficiency, and integrity in government. Through the hard work of our passionate and innovative team, OIG aims to serve every community with equity, respect, and dignity.

THE CITY OF CHICAGO IS AN EQUAL OPPORTUNITY AND MILITARY FRIENDLY EMPLOYER

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. The City of Chicago does not participate in E-Verify (Employment Eligibility Verification System). In addition, employment at the Office of Inspector General is contingent upon a satisfactory criminal background check.