



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

MINIMUM QUALIFICATIONS: Graduation from an ABA accredited law school with a Juris Doctorate degree and admission to the Illinois Bar (or another state bar having reciprocity with Illinois), supplemented by three years of legal experience, or an equivalent combination of training and experience, provided the law license requirement is met. Prior legal experience in the area of internal investigations, criminal law, or labor/employment law is desirable.

DUTIES:

- Collaborates with all sections of the Office to provide legal support, advice, and direction for investigations, performance audits, program reviews, and inquiries.
- Drafts legal memoranda, reports, advisories, and notifications detailing investigative findings and recommendations for transmission to Mayor's Office, Corporation Counsel, 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.

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