



CHIEF 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 five years of legal experience, or an equivalent combination of training and experience, provided the law license requirement is met.

PREFERRED QUALIFICATIONS:

Prior legal experience in the area of internal investigations, criminal law, or labor/employment law is desirable.

DUTIES:

- Under the direction of the General Counsel, the Chief Assistant Inspector General plans, assigns and monitors the work of Office of Inspector General attorneys.
- Prepares and reviews completed 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 to ensure legal analysis and work product are timely and comply with established office protocols and quality control standards.
- Works with the General Counsel to determine strategies, direction, work standards, policies and procedures for legal section.
- Conducts performance evaluations of subordinate personnel.
- Prepares management reports on the status of the legal docket and OIG attorneys' activities.
- Collaborates with all sections of the Office to provide legal services, advice, and direction for investigations, performance audits, program reviews, and inquiries.
- Performs legal research into local, state, and federal laws ordinances, regulations and policies relative to OIG activities and operations.
- Coordinates with City's Law Department as appropriate to assist in the prosecution or defense of administrative or civil proceedings related to OIG matters and provide advice regarding the legal interests of the OIG and its personnel.
- Coordinates with outside law enforcement and prosecutorial entities as appropriate to assist in the investigation and prosecution of violations of criminal law.
- Conducts interviews of potential witnesses and subjects of investigations.
- Coordinates and conducts staff training on legal practices and procedures.
- Provides legal, procedural and strategic counsel and guidance to OIG field personnel as appropriate in relation to OIG inquiries.
- Performs related duties as required.

ANNUAL SALARY: Commensurate with experience up to \$117,984