



JOB ANNOUNCEMENT OIG ASSISTANT LEGAL COUNSEL

The Miami-Dade County Office of the Inspector General (OIG) is seeking a qualified individual for the position of Assistant Legal Counsel. The successful applicant will join the OIG's Legal Unit, which currently consists of a General Counsel, three Assistant Legal Counsels and two Contract Oversight Specialists. The OIG Legal Unit is an integral part of the OIG's holistic approach to advancing the mission of the Office. It provides legal support to both the Investigations and Audit Units of the Office; and through its Contract Oversight function, the Legal Unit contemporaneously monitors procurement and contracting activities throughout Miami-Dade County. The Assistant Legal Counsel position is a highly responsible position within the OIG, and the successful candidate must possess sound judgment, be able to provide objective and articulate analysis, and have excellent writing skills.

NATURE OF WORK

Attorneys in this position advise the Inspector General on legal issues and transactions. They ensure compliance with applicable statutes and ordinances. They represent the office in various types of litigation and often interact with the County Attorney's Office on a variety of legal issues. OIG Assistant Legal Counsel aid the OIG in its investigative and audit functions by providing legal opinions and evaluations regarding a multitude of issues that arise in the course of cases and audits. They provide the Quality Assurance function for OIG written reports, especially investigative reports, and are often involved in finalizing OIG written work product for public distribution. Attorneys in the Legal Unit ensure that all new employees are advised of the applicable laws, ordinances and rules that govern the work of the OIG, and provide continual training on statutes, regulations, and policies affecting OIG activities.

ILLUSTRATIVE TASKS

- Assists investigators in assessing the potential civil, administrative or criminal legal implications of cases, as well as legal strengths and weaknesses
- Reviews proposed county ordinances and resolutions to provide Inspector General with an independent legal assessment of potential impact
- Reviews county contracts to determine rights, liabilities, efficiency and/or cost effectiveness

- Monitors procurement activities for compliance with county ordinances and administrative authorities
- Monitors contract performance by vendors and contractors, which may include evaluating claims and change orders
- Negotiates, drafts and recommends language in county contracts to ensure compliance with the OIG ordinance
- Oversees OIG subpoena issuance process to ensure compliance with legal requirements, such as notice, service, and the breadth and scope of the request
- Conducts depositions and takes sworn statements
- Researches and composes legal memoranda, complaints, writs, motions, affidavits, etc.
- Drafts proposed ordinances, resolutions, contracts, etc.
- Examines legal data to determine advisability of defending or prosecuting lawsuit
- Attends and conducts hearings, trials and other court proceedings as necessary
- Reviews, and revises as needed, reports and other work product issued by the office for legal sufficiency and quality assurance
- Ensures continued compliance with Florida Government in the Sunshine Public Records laws
- Serves as legal advisor in evaluating all public records requests.
- Prosecutes unqualified elector actions in civil court
- Maintains an ongoing awareness of relevant changes in state statutes, local ordinances and administrative rules, as well as national legal trends and current affairs
- Provides training to new OIG employees on applicable laws, ordinances, and rules that govern the work of the OIG, and provides continual training on statutes, regulations, and policies affecting OIG activities

KNOWLEDGE, ABILITIES, AND SKILLS

Demonstrated ability to conduct legal research using electronic databases and public electronic resources. Familiarity with Florida Statutes, Miami-Dade County ordinance system, Florida's organization of administrative rules and Florida Rules of Court. Considerable ability to research legal data and evaluate facts to provide a well-informed and sound legal opinion. Demonstrated legal writing skills, including the ability to communicate clearly, concisely and effectively with legal professionals and lay individuals. Ability to gather and organize evidence to formulate defense or to initiate or prepare legal actions.

MINIMUM QUALIFICATIONS

Law degree from an accredited law school; at least three years of attorney work experience; demonstrable experience either working in or with government agencies, preferably with knowledge of public procurement; and current member in good standing with the Florida Bar.

RECRUITMENT NOTES

THE SALARY RANGE FOR A CONTRACT OVERSIGHT SPECIALIST IS \$60,000 TO \$154,000, COMMENSURATE WITH EXPERIENCE AND AS DETERMINED BY THE INSPECTOR GENERAL.

PLEASE DO NOT APPLY THROUGH THE COUNTY'S WEBSITE. ALL APPLICANTS MUST SEND A COVER LETTER AND RESUME DIRECTLY TO:

**MIAMI-DADE COUNTY OFFICE OF THE INSPECTOR GENERAL
601 NW 1ST COURT, 22ND FLOOR
MIAMI, FLORIDA 33136
ATTN: MARY T. CAGLE, INSPECTOR GENERAL**

IF PREFERRED, YOU CAN EMAIL YOUR RESUME WITH A COVER LETTER TO MARY CAGLE C/O MARIA MCNALLY AT MARIA.MCNALLY@MIAMIDADE.GOV. INTERESTED APPLICANTS ARE STRONGLY ENCOURAGED TO VISIT THE MIAMI-DADE COUNTY OIG WEBSITE AT WWW.MIAMIDADEIG.ORG TO LEARN MORE ABOUT THE OFFICE.