



JOB ANNOUNCEMENT OIG ASSISTANT ANALYST

The Miami-Dade County Office of Inspector General (OIG) is seeking an Assistant Analyst to augment its staff. The Miami-Dade County Office of the Inspector General investigates allegations of fraud, waste, abuse and misconduct amongst public officials and County employees, as well as contractors and vendors doing business with the County.

This position involves the performance of entry level duties involved in the collection, evaluation, analysis, and dissemination of investigative data from all sources, on any person, group or organization that engages in criminal or potentially criminal activities of fraud, abuse and corruption. This position supports Special Agents and Legal Counsel directly in the compilation of confidential information regarding complex investigations, recommending specific investigative direction based on conclusions drawn from analysis. All work performed will be in accordance with the Commission for Florida Law Enforcement Accreditation (CFA) *Standards for Florida Offices of Inspectors General* and the Association of Inspectors General (AIG) *Quality Standards for Investigations*.

Minimum requirements include a Bachelor's degree from an accredited college or university and an excellent computer skills, including proficiency in MS Office Suite and internet usage.

The salary for this position is starting at \$45,000. Miami-Dade County Occupation Code: 8853.

RECRUITMENT NOTES:

PLEASE APPLY THROUGH THE COUNTY'S WEBSITE AT WWW.MIAMIDADE.GOV/JOBS UNDER JOB OPENING # 93502.

INTERESTED APPLICANTS ARE STRONGLY ENCOURAGED TO VISIT THE MIAMI-DADE COUNTY OIG WEBSITE AT WWW.MIAMIDADEIG.ORG TO LEARN MORE ABOUT THE OFFICE.

CLOSING DATE: MAY 2, 2025