

# ASSISTANT 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.

## ANNUAL SALARY:

Commensurate with Experience up to \$97,164

## DUTIES:

- Under direction of Senior Management, the Assistant Inspector General provides legal counsel to the Inspector General's Office Investigations Division regarding all substantive issues that arise from the Office's investigations.
- Provides advice on legal issues related to investigations including issues concerning local, state, and federal laws, statutes and contracts.
- Provides legal counsel on topics such as: search and seizure and other constitutional issues, labor and employment including collective bargaining agreements and the employee's duty to cooperate, and the interpretation and enforcement of statutes and ordinances.
- Advises the Deputy Inspector General of Investigations and Chief Investigators on strategic and legal investigative matters, including investigative techniques and the strength of evidence obtained.
- Writes and edits summary investigative reports for transmission to Mayor's Office, Corporation Counsel, and, where appropriate, department heads.
- Provides advice and direction to the Audit and Program Review Section. Drafts and edits compliance audit reports.
- Performs legal research; writes and edits legal memoranda on issues related to investigations. Prepares affidavits and other documents for criminal, civil or administrative actions.
- Coordinates with outside law enforcement entities as appropriate.
- Provides training on legal issues as requested by senior management.
- Performs related duties as required.