

ISSUED: 4-13-15

CLOSES: Open

Position: **INSPECTOR GENERAL - GENERAL COUNSEL**
Salary Range: \$105,000 to \$124,000 Annually, negotiable depending on qualifications
Department: Office of Inspector General, Palm Beach County
Location: 100 Australian Avenue, WPB
Hours: 8:00 A.M. to 5:00 P.M., Monday - Friday
Other: Valid Florida Driver's License and PBC Risk Management Department driving history approval prior to appointment.
THIS IS AN AT-WILL POSITION.

Highly responsible professional and technical senior level work providing legal counsel and representation for the Office of the Inspector General (OIG). Prepares and drafts legal analyses and memorandum, contracts, and other legal documents for the OIG. Reviews and negotiates Inter-local Agreements and contracts for the OIG. Works closely with OIG staff, provides oral and written guidance, and reviews OIG work products. From time to time, may provide training for OIG staff or staff of local governmental organizations. Work is performed under the supervision of the Inspector General.

Required knowledge/abilities include:

A thorough understanding of laws, rules and regulations applicable to local governmental contracting in Florida; a thorough knowledge of Chapter 119 and Part III of Chapter 112, Florida Statutes; an understanding of county and municipal charters and ordinances; the ability to direct and supervise the work of staff; strong communication skills, both oral and written; the ability to conduct oneself with the highest standards of integrity, honesty, efficiency and accountability; the ability to establish and maintain effective working relationships with elected officials, local government administration and departments, other agencies and the public; and the ability to work with local, state and federal administrative and law enforcement agencies and the judiciary.

QUALIFICATIONS:

Graduation from an accredited law school and a minimum of five (5) years local and/or state government law experience in administrative or criminal law; one (1) supervising the work of others; or any equivalent combination of related training and experience.

Necessary Special Requirement: Admission to state Bar of Florida.

PREFERENCE FOR: experience working with a federal, state or local governmental agency.

Please follow this link to apply: <http://www.pbcgov.com/humanresources/recruitment/>