



## **POSITION DESCRIPTION**

### **Staff Attorney**

#### **Miami-Dade Commission on Ethics and Public Trust**

#### **Definition:**

The Staff Attorney provides ethics advice and issues ethics opinions to covered parties under the County Ethics Ordinance, under the supervision of the Executive Director and the General Counsel. Assists in the development of educational materials and conducts training for public officials, employees, advisory board members and local government lobbyists. Prepares reports and memoranda for presentation to the Miami-Dade Ethics Commission. Conducts investigations, makes probable cause determinations, and assists in the prosecution of ethics violation cases before the Ethics Commission, under the supervision of the Executive Director and the Advocate.

#### **Minimum Qualifications:**

Juris Doctor.

Current State of Florida law license.

Five (5) or more years of legal experience.

#### **Preferred Qualifications:**

Familiarity with the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance, or similar ethics codes.

Familiarity with Florida's public records and public meeting laws.

Experience in local county or municipal government.

Experience investigating and prosecuting or defending criminal or misconduct matters in judicial or administrative forums.

Strong legal research and writing skills.

A proven ability to work collaboratively with small staff in a resource limited environment under public scrutiny.

Teaching or training experience, including development of curricula for professional and non-professional audiences.

**Anticipated Employment Terms and Selection Process:**

This is an exempt, non-collective bargaining unit position.

Benefits shall be consistent with those provided to similarly situated County employees. Information on County benefits is available by accessing the Employee Benefits tab of the Miami-Dade County Human Resources Department website. This is a Florida Retirement System (FRS) participating position.

The salary range for the position is: \$90,756.64 to \$142,683.58. It is anticipated that the position shall be filled at or near the minimum of the salary range.

It is anticipated that the position shall be filed no earlier than August 1, 2021.