



POSITION DESCRIPTION

Investigator, Miami-Dade Commission on Ethics and Public Trust

Definition:

The Investigator is primarily charged with conducting investigations into alleged violations of the County and municipal ethics codes by local government elected officials, charter officers, employees, board members, and persons that transact with local government. The Investigator conducts fact-finding interviews, gathers, and reviews records and other relevant evidence, and writes investigative reports. The Investigator may be assigned to investigations in support of agency compliance reports. The Investigator may be assigned to attend and report on County or municipal commission meetings. The Investigator may be assigned to support criminal investigations when requested by law enforcement or prosecutors if there is a nexus to a potential ethics violation.

Minimum Qualifications:

Bachelor's Degree

Six (6) or more years of investigative experience.

Preferred Qualifications:

Significant experience in proactive and reactive administrative misconduct or criminal investigations as lead investigator.

Significant experience in presenting written investigative findings to agency counsel, prosecutors, judicial or quasi-judicial boards.

Significant investigative report writing experience.

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

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

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

Experience in local county or municipal government.

Anticipated Employment Terms and Selection Process:

This is an exempt collective bargaining unit position in the PBA Rank and File Collective Bargaining Unit.

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: \$68,256.26 to \$111,395.18.

It is anticipated that the position shall be filled no earlier than May 30, 2023.

Candidates should submit: 1) letter of interest; 2) résumé; and 3) a report writing sample to:

**Rodzandra Sanchez, Administrative Officer
Miami-Dade Commission on Ethics and Public Trust
Rodzandra.Sanchez@miamidade.gov**