



## **POSITION ANNOUCEMENT**

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

#### **Job Description**

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 developing 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. Responsible for leading investigations, makes probable cause determinations, and conducting prosecutions to address violations of the public trust under agency supervision.

#### **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, prosecuting, or defending complex 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 curricula development 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 \$103,298.85 to \$162,401.90. It is anticipated that the position will be filled at or near the minimum of the salary range. The position is anticipated to be filled by January 2025.

**Application Process:**

Applicants should submit a cover letter, resume, litigation summary, and writing sample via email to [rodzand@miamidade.gov](mailto:rodzand@miamidade.gov). Applicants' litigation history will detail matters resolved by jury verdict or dispositive motions, listing the manner of resolution, jurisdiction and associated case number. Please make sure to apply in the County Human Resources Job Website and refer to Position Number 90274. The deadline to apply is December 11, 2024.

Website: <https://www.miamidade.gov/global/humanresources/jobs/home>