



City of Portland Office of the Auditor

Is seeking applicants for a Senior Staff Attorney

Opens: September 11, 2017 | **Closes:** September 29, 2017 | **Salary range:** \$95,000 - \$147,000

The Portland City Auditor is hiring a senior staff attorney to provide legal and policy advice to the Office of the City Auditor. As the sixth elected official in the City of Portland, the Auditor is independent of City Council and accountable only to the public. The Auditor's Office promotes open and accountable government by conducting independent and impartial audits and investigations and providing access to public information. It employs 52 full-time equivalent staff who work in eight divisions.

The senior staff attorney will provide legal advice to the Auditor and division managers on a broad range of issues related to performance auditing, complaint investigations, public records and meetings, lobbying regulations, and police accountability. The attorney will conduct legal and policy research, prepare written opinions, and serve as the Auditor's legal representative in meetings with City officials and outside parties.

This new position reports to and works under the direction of the City Auditor. It requires an experienced attorney with a demonstrated commitment to government

accountability and transparency. The successful candidate will have exceptional written and oral advocacy skills; expert research and analytical skills; and a demonstrated ability to take initiative, work collaboratively, and find creative solutions to complex legal and policy issues.

The Auditor's Office values a diverse workforce and seeks ways to foster a culture of equity, diversity and inclusion in delivering public services and everyday interactions in the workplace. The Office encourages candidates with experience working with a broad range of individuals and diverse communities to apply.

To qualify:

Candidates should have at least 10 years' legal experience and knowledge of government accountability and transparency matters. They must have a juris doctor degree from an accredited law school and be a member in good standing of the Oregon State Bar. Candidates not admitted to the Oregon State Bar at the time of hire must be licensed in Oregon as soon as practicable, preferably within one year of employment.



To apply, submit a:

- detailed letter of interest with examples that demonstrate how your experience and knowledge meet the needs of the position;
- resume; and
- writing sample suitable for assessing analytical and writing ability.

Application materials for this position are **not** accepted through the City's NEOGOV system. Please submit your materials by mail, hand delivery, or email to:

Auditor's Office
City of Portland
Attn: Hiring Manager
1221 SW 4th Ave., Room 320 (Room 310 for hand delivery)
Portland, OR 97204
auditorsoffice@portlandoregon.gov
(503) 823-4079

Additional information:

If you are requesting Veteran's Preference, attach a copy of your DD214 / DD215 and/or Veteran's Administration letter stating your disability. You must request a Veteran's Preference AND include a copy of your documentation with your application materials.

Non-citizen applicants must be authorized to work in the United States at the time of application.

It is the policy of the City of Portland that no person shall be discriminated against based on race, religion, color, sex, marital status, family status, national origin, age, mental or physical disability, protected veteran status, sexual orientation, gender identity or source of income. The City values diversity and encourages everyone who is interested in employment with the City to apply. If you wish to identify yourself as an individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, the requests must be made in writing in your letter of interest.

For more information about the Auditor's Office: <https://www.portlandoregon.gov/auditor/>