

**JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL
JOB POSTING: GENERAL COUNSEL**

Position Title: Deputy IG – Legal

Base Salary: \$90,000

Date Posted: 05/23/2025

Location: 990 N. Corporate, Jefferson, LA

Deadline: 06/23/2025

Apply to: employment@jpoig.net

How to Apply

Qualified applicants should apply by sending the below documents to employment@jpoig.net. Applicants may apply by sending documents via USPS or other national carrier to: ATTN Employment at JPOIG, Jefferson Parish Office of Inspector General, 990 N. Corporate, Suite 300, Jefferson, LA 70123.

1. Cover letter;
2. Resume;
3. Two (2) Writing Samples;
4. Copies of college and law school diplomas and/or law school transcripts;
5. Three (3) Letters of recommendation.

All applications must be received by 4:30 PM on 06/23/2025.

Kind of Work

The Office of Inspector General is a department within Jefferson Parish government which falls under the supervision of the Inspector General who is appointed by an independent commission. This position serves as General Counsel and program oversight administrator. General Counsel is responsible for providing legal counsel across a variety of issues; review and monitor internal policies and procedures; document compliance with applicable standards and internal policies; support internal functions of budget and procurement, as needed or appropriate; provide in-service training to staff on relevant legal matters, as needed or appropriate.

Qualifications

Minimum Qualifications

- Juris Doctor degree from an ABA approved law school;
- Admitted and licensed to practice law in Louisiana;
- Five (5) years of demonstrated progressively responsible full-time experience practicing law; to include at least three (3) years of litigation experience in state or federal court.

Preferred Qualifications

- Experience preparing and handling civil, criminal, and/or administrative actions;
- Litigation experience involving governmental entities;
- Experience with public contracts and public bid laws;
- Experience with codes of governmental ethics;
- Experience developing and maintaining policies and procedures to support audit, investigative, and/or inspection functions;

- Demonstrated ability to perform legal research and analysis,
- Considerable experience preparing and handling civil, criminal, and/or administrative cases;
- Considerable experience conducting legal research and preparing a variety of legal documents, to include written opinions;
- Demonstrated ability to present complex ideas both orally and in writing on a one-to-one and group settings.

Hours of Work

General hours of work are 8:30 a.m. to 4:30 p.m., Monday through Friday. Subject to 24-hour emergency call-out, early morning, evening, weekend, and holiday work. Exempt from overtime compensation. Will be required to work whatever hours are necessary to satisfactorily perform the duties and demands of this position. Thirty-five (35) hour minimum per work week.

Salary

Base Salary: \$90,000, based on experience.

Salary Range: \$90,000 - \$120,000.

Conditions of Employment

- Must be able to travel on a Parish wide and regional basis using your personal vehicle;
- Must be able to report to department work site a minimum of (35) hours per week;
- This is an exempt at-will employment position;
- A contingent offer of employment will require the successful completion of a satisfactory pre-employment physical, drug test, and background investigation.

Jefferson Parish OIG is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Jefferson Parish OIG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.