



Staff Attorney – Multiple Divisions New Jersey Office of the State Comptroller

Unclassified Regulatory Officer 2

Salary Range: P29 - \$86,546.27-\$123,424.67

Eligible for remote work 2 days per week

About the Office:

The Office of the State Comptroller (OSC) is an independent state agency that oversees the Executive Branch of state government. Our mission is to make the government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates municipalities, school districts, and counties; state colleges and universities; independent state authorities; and state agencies. We also oversee government expenditures, review public contracts, evaluate local and state programs, and oversee New Jersey's Medicaid program. We detect and uncover fraud, waste, and abuse and share our findings through public reports.

About the Role:

OSC is always seeking talented attorneys with excellent research and writing skills, close attention to detail, and a passion for making a difference. Currently, we are seeking attorneys in the following Divisions: [Investigations](#), [Procurement](#), and [Medicaid Fraud](#). More information about our Divisions is available on our [website](#). Please identify in your application which role you are most interested in pursuing.

Depending on the Division, your duties may vary, but in general OSC's attorneys are responsible for the following:

- Conducting legal research and providing regulatory guidance.
- Analyzing and evaluating legal documents, rules, regulations and/or legislation.
- Reviewing and editing ongoing investigations, audit, reports and other related matters.
- Developing and maintaining a working knowledge of applicable laws, regulations, and standards related to the work of the office. Advising on the application of federal and state law.
- As part of a team, engaging in a thorough and rigorous quality control process to ensure the accuracy and objectivity of a report prior to its release.
- Interacting with counsel for represented parties, as well as internal agency counsel.
- Drafting final reports, letters, memoranda, and other documents.
- Working collaboratively with team members to identify issues, solve problems, and recommend or implement follow-up actions.
- Reviewing contracts to determine compliance with law and making recommendations to come into compliance. (Procurement Division only)
- Representing the office in the Office of Administrative Law (Medicaid Fraud Division only).

Requirements:

- Graduation from an accredited law school with a Juris Doctor (J.D.) Degree.
- Membership in the New Jersey Bar in good standing.
- At least two (2) years of experience as an attorney, which must have been in conducting legal research, analyzing and evaluating legal documents, rules, regulations, and/or legislation, or the review and analysis of regulatory matters in a government agency.

The ideal candidate will have the following skills and experience:

- Excellent verbal and written communication skills.
- Relevant investigatory and litigation experience that involves obtaining and evaluating facts.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- Adept at multi-tasking, delegating, handling multiple projects, and prioritizing competing deadlines.
- Ability to synthesize and summarize complex data and information.
- Experience analyzing statutes, regulations and case law.

Interested candidates should submit a cover letter, resume and three references to:

Shama Nix
Office of the State Comptroller
P.O. Box 024 Trenton, NJ 08625
Email:careers@osc.nj.gov

NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.