



Assistant Director – Investigations Division New Jersey Office of the State Comptroller

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 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, and evaluate local and state programs. By sharing our findings through public reports, we detect and uncover fraud, waste and abuse.

About the Division:

The Investigations Division within OSC detects and uncovers waste, fraud, and abuse in New Jersey government through investigations, evaluations, inspections, and reviews. Among other activities, the Division monitors the performance of elected officials, public employees, and programs; uncovers waste and misconduct involving public funds; and releases reports that include findings and recommendations.

About the Role:

The Investigations Division seeks a motivated and committed professional to serve as one of two Assistant Directors. This individual will administer investigative programs involving alleged non-compliance with State statutes, regulatory requirements or best practices; administer and conduct confidential and sensitive investigations of public entities, including but not limited to state authorities, agencies, local and municipal governments and school boards, for the purpose of detecting, reporting upon and remediating fraud, waste, abuse and corruption in New Jersey government.

Responsibilities:

- Supervises staff of attorneys, investigators, analysts, and accountants, as appropriate, at the direction of the Director.
- Conducts and oversees complex and comprehensive fraud, abuse, waste, and corruption investigations of public entities and state actors.
- Assists, advises, and supervises attorneys and investigators in obtaining evidence via subpoena as necessary and maintaining, organizing, and analyzing documents and other investigative information related to inquiries and investigations conducted by the office. In doing so, maintains confidentiality and upholds quality standards with investigations.
- Conducts and/or supervises comprehensive investigative interviews and prepares detailed summary reports.
- Assists staff in preparing comprehensive investigative reports that synthesize and detail investigative procedures, findings, and recommendations for corrective action.
- Develops a working knowledge of applicable laws, regulations, and standards related to ongoing investigations.
- Coordinates with other divisions and projects within OSC; assists in audit and procurement reviews where necessary; works on joint investigations/reviews/reports.
- As part of a team, engages in a thorough and rigorous quality control process to ensure the accuracy and objectivity of an investigative report prior to its release.

Requirements:

- A Bachelor's degree from a four-year accredited college or university.
- Six (6) years of experience as an attorney or investigator, at least four (4) years of which have been in a supervisory capacity.

The ideal candidate will have the following skills and experience:

- Knowledge of New Jersey local and state government.
- 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.
- Superior investigative report writing skills with an ability to conceptualize and carry through to the end an investigation, including report writing and editing.
- Experience analyzing complaints, statutes, regulations, policies, and procedures.
- Adept at multi-tasking, delegating, handling multiple projects, and prioritizing competing deadlines.
- Ability to work both independently and as a member of a team.
- Possession of a professional certification, such as a Professional Certified Investigator, Certified Criminal Investigator, Certified Financial Crimes Investigator or Certified Fraud Examiner.

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

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

NOTE: 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.

New Jersey is an Equal Opportunity Employer