



## **Paralegal (Administrative Assistant 1) 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; Medicaid program stakeholders; and state agencies. We also oversee government expenditures, review public contracts, recover misspent funds, and evaluate local and state programs. By sharing our findings through public reports, we detect, uncover and address fraud, waste and abuse, and promote the efficient and appropriate expenditure of public funds.

### **About the Role:**

The OSC seeks a professional, motivated individual with paralegal skills to serve as an Administrative Assistant 1. This individual will be responsible performing paralegal services while coordinating administrative support in a confidential manner.

### **Responsibilities:**

- Conducts legal research into areas of concern.
- Reviews, prepares, proofreads, and files/transmits legal documents, with appropriate oversight, including motions, subpoenas, briefs, settlement agreements, notices of claim, certificates of debt, exclusion notices, and other legal documents.
- Reviews, prepares, organizes and maintains inventory for litigation discovery requests and responses.
- Provides legal support for all phases of litigation in the New Jersey Office of Administrative Law.
- Provides administrative support to Regulatory Team and Senior Staff.
- Assists in the coordination of office operations.
- Provides customer service and communicates with internal and external parties in a professional manner.
- Investigates administrative or operational problems and makes recommendations for solutions.
- Manages and coordinates schedules to ensure operational effectiveness.
- Assists with the compilation of information for various projects.
- Creates and maintains confidential reports, templates, records, internal tracking databases, spreadsheets, and files.
- Drafts memoranda and correspondence.
- Expedites and coordinates services such as maintenance, repairs, supplies and mail.
- Answers OSC telephones and hotline when necessary.

- Assists with other tasks, as needed

**Requirements:**

- A Bachelor's degree from a four-year accredited college or university.
  - Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.
- 3 years of experience in a business or government agency providing administrative support services and/or coordinating work activities.

**The ideal candidate will have the following skills and experience:**

- Certificate of Proficiency in Paralegal Studies.
- Experience working on litigation in a law firm, legal tribunal, or legal department.
- Ability to interpret and apply New Jersey Statutes and regulations.
- Ability to handle multiple tasks in an organized fashion.
- Excellent verbal and written communication skills.
- Highly adaptable, flexible, and able to collaborate with all levels of staff.
- Strong attention to detail.

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

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

***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.***