



**Staff Attorney  
(Regulatory Officer 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 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 seeks a motivated and committed professional to serve as a Staff Attorney. This individual will be part of a team that specializes in broad, systemic inspections and investigations that analyze issues that affect a large swath of New Jersey government entities. This role will be best suited to an attorney with an interest in data and data analysis.

**Responsibilities:**

- Identify potential issues, subjects and targets; obtain and analyze publicly available data and any referrals to determine merit.
- Develop and implement survey plans in conjunction with other staff throughout the office.
- Develop a working knowledge and expertise in applicable laws, rules, regulations, and standards related to the work of the office. Advise on the application of federal and state law.
- Be responsible for leading projects from beginning to end.
- Obtain, review, and analyze documents related to surveys or supplemental inquiries conducted by the office.
- Conduct comprehensive interviews and prepare detailed summary reports.
- Represent the office in interactions with counsel for represented parties, as well as internal agency counsel.
- Draft final reports, letters, memoranda, and other documents.
- Work collaboratively with team members to identify issues, solve problems, and recommend or implement follow-up actions.

**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 one (1) year 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:**

- Experience conducting formal inquiries, and cataloguing and analyzing responses for potential trends.
- Proficiency with Excel.
  
- Experience with criminal and/or civil investigations.
- Ability to clearly communicate complex quantitative and qualitative concepts.

- Excellent writing and legal research skills.
- Adept at handling multiple projects and prioritizing competing deadlines.
- Experience with, and an understanding of, New Jersey state government.

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](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.*