



Senior Advisor - Special Initiatives

New Jersey Office of the State Comptroller

Unclassified Legal Specialist

Salary Range: X98 - \$125,000-\$155,000

Location- Newark, New Jersey

Eligible for remote work 2 days/week

Opening Date: 8-5-2024 & Closing Date: 9-30-2024

About the Office:

The Office of the State Comptroller (OSC) is an independent government watchdog. We 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 monitor 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. OSC has four divisions: Audit, Investigations, Medicaid Fraud (MFD), and Procurement. OSC also includes the Police Accountability Project and the COVID Compliance and Oversight Project. The divisions and projects established to accomplish the work of OSC are overseen by the State Comptroller and by Executive Staff.

About the Unit:

OSC's Special Initiatives Unit is a newly established unit within OSC dedicated to addressing high-priority and sensitive issues central to OSC's statutory mission. The unit will conduct comprehensive, collaborative, and multi-disciplinary investigations into and reviews of a diverse array of matters. This initiative blends the expertise of attorneys, data and financial analysts, investigators, and other specialists to conduct impactful investigations and reviews and produce prompt, actionable reports and strategic advice to government officials and the public.

Responsibilities:

- Identify areas for comprehensive special reviews and investigations of sensitive matters at the request of the State Comptroller and other state officials.
- Provide guidance on legislative and intergovernmental affairs and provide executive-level advice on key mission-critical and time-sensitive issues.
- Assist in the review of clear, comprehensive, sound, and accurate reports containing findings, statistical information, analyses, conclusions, and recommendations for further action and guidance.
- Perform legal research and ensure compliance with legal mandates.
- Perform quantitative and qualitative research in accordance with OSC's statutory powers.
- Assist in the preparation of public reports, letters, memoranda, and other documents.
- Act as liaison with external agencies in collaboration with OSC's Executive Team.
- Provide strategic advice and guidance on internal planning initiatives.
- Foster a culture of cooperation in the investigative process, promoting collaboration and information sharing among team members and external partners.
- Work collaboratively with team members to identify issues, problem-solve, and recommend or implement follow-up actions.
- Provide appropriate DSI staff supervision and timely review of work.

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 six (6) 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.
- Demonstrated ability to independently handle complex legal matters with superior judgment and skill.

The ideal candidate will have the following skills and experience:

- 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.
- Demonstrated leadership skills with a track record of building and leading high-performing teams.
- Demonstrated interest in government oversight, accountability, and transparency.

Interested candidates should submit a cover letter, resume, writing sample 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.

SAME Applicants: If you are applying under the “NJ SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.