



Senior Counsel
New Jersey Office of the State Comptroller
Unclassified Legal Specialist
Salary Range: X98-\$110,000-\$135,000
Eligible for remote work 2 days per week
Opening Date: 9/15/2023 & Closing Date: 10/15/2023

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 an experienced attorney to serve as Senior Counsel. This individual will be responsible for managing a caseload of complex, high-priority investigations from start to finish, with support from OSC's analysts, investigators, auditors and other professionals. The ideal candidate will have extensive knowledge of New Jersey government, excellent writing skills, an innate curiosity and drive to uncover the truth, and the ability to multi-task and effectively manage competing priorities with skill and judgment.

Responsibilities:

- Identify potential investigative issues, subjects and targets; develop investigative plans.
- Manage complex investigations and reviews with the support of investigators, auditors, and analysts.
- Obtain, review, and analyze documents related to inquiries and investigations conducted by the office.
- Conduct comprehensive investigative interviews (including the taking of sworn testimony).
- Conduct legal research, analyze statutes, case law, and legal precedents in support of investigations and reviews.
- Work closely and collaboratively with investigators, auditors, and analysts.
- Draft public reports, letters, memoranda, and other documents.
- Maintain expertise in applicable laws, rules, regulations, and standards related to the work of the office.
- Interact with counsel for represented parties, as well as internal agency counsel.

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 eight years of experience as an attorney.
- Demonstrated ability to independently handle complex legal matters with superior judgment and skill.
- Extensive understanding of New Jersey government.

The ideal candidate will have the following skills and experience:

- Experience with criminal and/or civil investigations.

- Experience conducting fact-finding interviews and eliciting testimony, via deposition or court proceeding.
- Adept at multi-tasking, delegating, handling multiple projects, and prioritizing competing deadlines.

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