

Office of the State Comptroller

Staff Attorney

DESCRIPTION

The Staff Attorney will be responsible for reviewing the contracting process used by numerous state and local entities, ensuring the process complies with governing statutory, regulatory and policy requirements. The Staff Attorney will also provide legal guidance to the Audit Division during ongoing audits and ensure the legal sufficiency of audits. The Staff Attorney may participate in investigations and participate in other projects related to procurement issues.

RESPONSIBILITIES:

- Reviews the notices provided by contracting entities and requests the appropriate documents for review.
- Determines whether the documents comply with the applicable legal authority.
- Communicates findings from the legal review to the contracting entity.
- Documents findings for office record keeping.
- Conducts and coordinates research into a variety of legal issues.
- Works with audit teams to provide guidance on legal issues.
- Reviews audits for legal sufficiency.
- Participates in investigations.
- Writes, reviews and edits reports, opinions, correspondence, articles, and other documents.
- Performs other duties as assigned.

POSITION REQUIREMENTS

- Strong communication skills.
- An ability to analyze statutes and case law.
- An ability to set workload priorities.
- An ability to work as a member of a team.

- Proficiency or an interest in becoming proficient in Access, Microsoft Office, and Excel.
- Membership in the New Jersey Bar in good standing.

Interested candidates should submit a cover letter, resume and the names of at least three references to:

Dorothy Donnelly, Director
Procurement Division
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P.O. Box 024
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