



STAFF ATTORNEY
COVID-19 COMPLIANCE AND OVERSIGHT PROJECT
NEW JERSEY OFFICE OF THE STATE COMPTROLLER

Description:

The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Office of the State Comptroller seeks a motivated and committed professional with strong analytical and strategic thinking skills to join in COVID-19 oversight efforts and provide legal and compliance expertise as part of OSC's [COVID-19 Compliance and Oversight Project](#). This individual will be responsible for assisting with the development and implementation of oversight strategies for state and local entities administering COVID-19 recovery funds, conducting relevant legal and other research, interacting with relevant stakeholders, including Accountability Officers and Integrity Monitors, and preparing written reports and guidance as needed.

Responsibilities:

- Develop a continuing and comprehensive expertise in applicable laws, regulations, standards, programs, and best practices related to ongoing COVID-19 oversight efforts, as well as a working understanding of the mission, enabling legislation and powers, obligations and duties of the office.
- Perform legal and other research on topics related to COVID-19 recovery funding; prepare related reports.
- Identify potential investigative or audit issues or red flags; receive and analyze complaints and referrals to determine their merit.
- Prepare and direct the preparation of clear, comprehensive, sound, and accurate reports containing findings, statistical information, analyses, conclusions and recommendations for further action; monitor remedial follow-up plans.
- Conduct comprehensive interviews and prepare detailed summary reports.
- Perform special investigations or inquiries as necessary.
- Act as liaison between Accountability Officers and oversight team; conduct interviews with Accountability Officers or their designees to gather data and information.
- Assist the Director in the development, review, interpretation, and control of federal oversight programs.
- Work collaboratively with team members to identify issues, problem-solve, 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.
- Two (2) years of experience 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; or two (2) years of experience as an attorney, one (1) of 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 with criminal and/or civil investigations and/or conducting investigative interviews.
- Ability to synthesize and summarize complex data and information.
- Excellent research skills and written and verbal communication skills.
- Experience with federal disaster-related grant programs, federal grants, oversight and compliance efforts, or similar areas.

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

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.

New Jersey is an Equal Opportunity Employer