



Staff Attorney
Investigations Division
New Jersey Office of the State Comptroller
Unclassified Regulatory Officer 2
Salary Range: P29 - \$83,619.58-\$119,250.94
Eligible for remote work 2 days per week

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 Division:

The Investigations Division within OSC detects and uncovers fraud, waste, and abuse in New Jersey government through investigations, evaluations, inspections, and reviews. Among other activities, the Division monitors the performance of elected officials, public employees, and programs; uncovers waste and misconduct involving public funds; and releases reports that include findings and recommendations.

About the Role:

The Investigations Division seeks a motivated and committed professional to serve as a Staff Attorney. This individual will conduct, in conjunction with investigators and financial analysts, confidential and sensitive investigations of public entities, including but not limited to state authorities, agencies, local and municipal governments, and school boards, for the purpose of detecting, reporting upon, and remediating fraud, abuse, waste and corruption.

Responsibilities:

- Identify potential investigative issues, subjects and targets; receive and analyze complaints and referrals to determine investigatory merit.
- Develop and implement investigative plans in conjunction with investigators and financial analysts.
- Lead projects and cases from beginning to end.
- Obtain (via subpoena as necessary), review, and analyze documents related to inquiries and investigations conducted by the office.
- Conduct comprehensive investigative interviews (including the taking of sworn testimony) and prepare detailed summary reports.
- Interact with counsel for represented parties, as well as internal agency counsel.
- Draft final reports, letters, memoranda, and other documents.
- 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.
- 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 three (3) years of experience as an attorney.

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.
- Experience drafting investigative reports, trial motions, trial memoranda, or other legal memoranda
- Adept at multi-tasking, delegating, handling multiple projects, and prioritizing competing deadlines.
- Experience analyzing statutes, regulations and case law.

Interested candidates should submit a cover letter, resume 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.