



Staff Attorney
Procurement Division
New Jersey Office of the State Comptroller
Unclassified Regulatory Officer 2
Salary Range: P29 - \$86,456.27-\$123,424.67
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 Procurement Division reviews and investigates the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education to ensure compliance with governing statutory, regulatory and policy requirements. Additionally, the Division ensures the compliance of COVID-19 related procurements with federal and State law, pursuant to Executive Order 166. We assist OSC's Audit Division by providing legal guidance and ensuring the legal sufficiency of audits. In addition, the Division issues public reports and letters regarding irregular or illegal procurement practices, and participate in interdivisional complex special projects.

About the Role:

OSC seeks an experienced professional to serve as a Staff Attorney within the Procurement Division. This individual will be required to work both independently and as part of a team with other attorneys to analyze and advise on procurement law.

Responsibilities:

- Analyzes procurement records provided by contracting units to determine whether the proposed procurement process complies with applicable law.
- Provides technical and legal guidance to contracting units to implement compliant procurement processes and best practices.
- Investigates complex procurement issues and liaises with contracting units and other State agencies to ensure compliance with applicable laws, regulations, and policies.
- Drafts thorough analyses of findings and recommendations to contracting units.
- Develops guidance for contracting units for delivery through various media outlets.
- Conducts legal research and analysis regarding procurement issues.
- Provides guidance to other divisions within OSC regarding the legal sufficiency of audits and investigations.
- Performs related special projects at the direction of the Procurement Division Director.

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 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:

- Procurement experience, either at the local, state, or federal level.
- Excellent verbal and written communication skills.
- Ability to communicate complex quantitative and qualitative concepts clearly.
- Experience analyzing statutes, regulations and case law.
- Adept at multi-tasking, handling multiple projects, and prioritizing competing deadlines.
- Ability to work both independently and as a member of a team.
- Aptitude or interest in working with internal data to support the continuous improvement of the Division's mission.

Interested candidates should submit a cover letter, resume, and three professional references with whom you have worked directly 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.