



Attorney, Procurement Division 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. Attorneys in the Procurement Division are responsible for reviewing the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education to ensure the process complies with governing statutory, regulatory, and policy requirements. The Procurement Division also assists OSC's Audit Division by providing legal guidance and ensuring the legal sufficiency of audits. Procurement Division attorneys may also assist in investigations and other special projects.

Responsibilities:

- Reviews documents provided by contracting units to determine whether the proposed procurement process complies with applicable law.
- Works with contracting units to improve and modify procurement processes.
- Communicates review findings to the contracting unit and memorializes findings.
- Prepares related correspondence and reports.
- Conducts legal research regarding procurement issues.
- Provides legal guidance to the Audit Division and reviews audits for legal sufficiency.
- 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.
- Two (2) years minimum experience conducting legal research, analyzing and evaluating legal documents, rules 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 of which must have been conducting the aforementioned research and analysis.

The ideal candidate shall have the following skills and experience:

- Excellent verbal and written communication skills.
- Experience analyzing complex statutes, regulations and case law.
- Adept at setting workload priorities and meeting deadlines.
- Ability to work both independently and as a member of a team.
- Procurement experience, either at the municipal, state, or federal level.

Interested candidates should submit a cover letter, resume 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