



## **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 and investigating the contracting process used by state agencies, independent authorities, county and municipal governments, and boards of education (“contracting units”) to ensure the process complies with governing statutory, regulatory, and policy requirements. Additionally, the Division is charged with ensuring the compliance of COVID-related procurements with federal and state law pursuant to Executive Order 166. The Procurement Division also assists OSC’s Audit Division by providing legal guidance and ensuring the legal sufficiency of audits and investigations and participates in complex special projects.

### **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.
- 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.
- Ability to clearly communicate complex quantitative and qualitative concepts.
- 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.
- Procurement experience, either at the municipal, state, or federal level.
- Preferred qualifications include: Experience with data communications products and services, IT contracts including cloud applications and licensing agreements
- 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, 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](mailto: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*