**Title:**  Associate General Counsel

Applications accepted through August 24, 2018

**Duties:**

The Office of the Inspector General for the Commonwealth of Massachusetts (Office) is the oldest state-level inspector general’s office in the nation. The Office has a broad mandate to prevent and detect fraud, waste and abuse in the expenditure of public funds. In keeping with this mandate, the Office investigates allegations of fraud, waste and abuse at all levels of government; reviews programs and practices in state and local agencies to identify systemic vulnerabilities and opportunities for improvement; and provides assistance to the public and private sectors to help prevent fraud, waste and abuse in government spending. Please see our website ([www.mass.gov/ig](http://www.mass.gov/ig/)) for more information.

The Office seeks an Associate General Counsel to work in its Legal Division. Members of the Legal Division serve as in-house counsel to the Office. The Legal Division directs Office litigation and provides legal advice to the Office on a wide variety of issues. The Legal Division also enforces the Office’s enabling statute, M.G.L. c. 12A. The successful candidate will:

* Provide guidance and legal advice on personnel, compliance and employment related issues.
* Conduct legal research and draft memoranda on a wide range of criminal, civil and statutory issues.
* Draft motions and appear in court on behalf of the Office both to protect its confidential information and to enforce its summonses.
* Assist in criminal and civil investigations, audits and reviews by analyzing documentary evidence and conducting interviews and depositions.
* Help research and develop internal Office policies.
* Draft and revise reports and letters for publication and distribution.
* Review, comment on and draft legislation and regulations.
* Represent the Office in administrative proceedings.
* Provide guidance to local officials, vendors and the public on matters relating to M.G.L. c. 30B by serving on the Office’s Chapter 30B hotline team.
* Perform additional duties as assigned.

**Required Qualifications:**

* Member in good standing of the Massachusetts bar.
* Strong academic credentials.
* At least three years of legal experience in one or more of the following areas: criminal law, internal investigations, employment, contracts or construction.
* Ability to organize and manage multiple priorities in different subject matter areas and meet tight deadlines.
* Demonstrated ability to work both independently and in a team environment.
* Excellent writing, analytical and research skills.
* Strong interpersonal skills and ability to interact effectively with agency personnel, opposing counsel and state and local officials.
* Ability to conduct trainings and public presentations for large groups.
* Outstanding written and oral communication skills.

**Preferred Qualifications:**

* Demonstrated courtroom experience, including criminal proceedings and motion practice.
* Experience conducting investigations.
* Experience taking and defending depositions.
* Experience with common e-discovery platforms.
* Knowledge of state and municipal government, with a focus on governance, procurement, financial procedures and other operations of governmental entities in Massachusetts.

**Salary range:**

**$**55,000-$65,000

**How to Apply:**

Mail cover letter and resume to:
Mary Beth Farrelly, Chief Financial Officer

Office of the Inspector General
One Ashburton Place, Room 1311
Boston, MA 02108

Igo-employment@massmail.state.ma.us

 (617) 722-8832

**Agency Web Address:**

http://www.mass.gov/ig

**Diversity Officer:**

Mary Beth Farrelly

The Office of the Inspector General is an Equal Opportunity Employer. The Office actively seeks to increase the diversity of its workforce.