



# Office of the State Auditor

## Legal Counsel

### The Division of Local Mandates

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Posting Number 2013-38

**SALARY RANGE (Grade 13): \$48,452.00 - \$72,678.00 (Commensurate with experience)**

**GENERAL STATEMENT OF DUTIES:**

Responsible for providing efficient and effective legal representation to the Division of Local Mandates (DLM or the Division).

**SUPERVISION RECEIVED:**

Works under the direction of the Division's Director and OSA's Chief Legal Counsel.

**SUPERVISION EXCISED:**

Supervises all staff assigned to the Division, as assigned by the Director.

**DUTIES AND RESPONSIBILITIES**

- Assists DLM's Director in prioritizing the Division's functions, ensuring that those functions are executed in a timely and competent manner.
- Assists DLM's Director in ensuring that the Division meets its statutory obligation to respond to requests for determinations regarding unfunded mandates on Massachusetts cities and towns in a timely and competent manner.
- Provides advice and instruction regarding the Division's operations to interested parties, including without limitation municipal officials, legislators, and state agencies.
- At the direction of DLM's Director, identifies and meets with constituency groups and other government agencies with any interest in the Division's operations.
- Pursuant to M.G.L. c. 11, § 6B, which gives the DLM the authority to review any law or regulation that has a significant financial impact at the local level of government, assists in the production of reports advising municipalities and/or the Legislature on means of reducing costs on and/or increasing revenues for cities and towns.
- Working in conjunction with the Director of Intergovernmental Affairs, reviews pending legislation that may implicate the Division, advises the OSA regarding such legislation, and drafts legislation that may benefit the Division.
- Supervises, directs, and evaluates other DLM staff as necessary to accomplish DLM's objectives.
- Develops and maintains comprehensive understanding of OSA procedures and systems relevant to successful performance of job duties.
- Performs such other related duties as required.

**MINIMUM QUALIFICATIONS:**

*The successful candidate will possess and/or demonstrate:*

- Graduation from an accredited law school, with at least two (2) years of relevant experience practicing law.
- Member of the Massachusetts Bar.



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- Ability to communicate effectively, both orally and in writing. Ability to work independently and as part of team.
- Proficiency in Microsoft Office applications.

### **PREFERRED QUALIFICATIONS:**

*Demonstrated experience and expertise in the following areas will also be important considerations:*

- Experience in and knowledge of state government, as well as knowledge of administrative law.

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than November 7, 2013 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us)

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