



Office of the State Auditor

Legal Counsel

The Division of Local Mandates

Posting Number 2019-47

SALARY RANGE (Gr. 13) CSA238: \$57,011.68 - \$85,517.52 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES:

Responsible for providing efficient and effective legal representation to the Division of Local Mandates (DLM), within the Office of the State Auditor (OSA)

SUPERVISION RECEIVED:

Works under the direction of DLM Director.

SUPERVISION EXCISED:

May supervise DLM staff 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.
- Using the reports and research materials generated by reporting staff, works with the Division Director to formulate unit legal strategy
- Provides briefing materials to the Auditor on upcoming meetings of the Municipal Finance Oversight Board (MFOB)
- Acts as a liaison between the MFOB and the OSA. Coordinating work with the Division Director, Deputy Auditor and General Counsel, Deputy Auditor of Communications and External Affairs, and / or Chief of Staff as needed.
- 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 DLM's division's operations to interested parties, including without limitation municipal officials, legislators, and state agencies.
- Leads and coordinates DLMs obligations regarding the Municipal Finance Oversight Board.
- At the direction of DLM's Director, identifies and meets with constituency groups and other government agencies with any interest in the DLM'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 OSA's external and legislative affairs departments, reviews pending legislation that may implicate DLM, advises the OSA regarding such legislation, and drafts legislation that may benefit DLM.
- Supervises, directs, and evaluates other DLM staff as necessary to accomplish DLM's objectives.



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- 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 ABA accredited law school, with at least two (2) years of relevant experience practicing law.
- Member of the Massachusetts Bar.
- 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.
- Experience and proficiency in legal research and writing.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than **September 6, 2019** via the MassCareers website: [Click Here](#)

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