

**COMMITTEE FOR PUBLIC COUNSEL SERVICES
44 BROMFIELD STREET
BOSTON, MA 02108**

POSITION POSTING

From: Anthony J. Benedetti, Chief Counsel

Re: **Staff Counsel**, Audit and Oversight;
Position reports to Attorney William E. Shay

Responsibilities: Pursuant to c. 211D s. 12, the Audit and Oversight Department is responsible for ensuring that payments made from funds appropriated for the representation of indigent persons are reasonable, proper, supported by adequate documentation, and in compliance with billing policy. Staff Counsel will be responsible for performing reviews and audits of bills submitted by attorneys and vendors; reviewing billing records for reasonableness, accuracy and compliance with billing policy; reviewing case files; analyzing data and drafting audit reports, findings and recommendations; responding to inquiries from vendors; oversight of internal databases; developing, maintaining, and analyzing statistical reports; conducting internet and legal research and performing other duties as assigned.

Requirements: Candidates must be eligible to practice law as a member of the Massachusetts Bar in good standing and have a minimum of three (3) years experience practicing law. Preferred candidates will have a background in the business administration, accounting or auditing. The position requires strong analytical, writing, investigatory, organizational and computer skills; detail oriented; ability to handle confidential matters and communicate effectively. Proficiency in MS Word, Excel, Access or similar programs desirable.

Salary: Commensurate with experience

Interested candidates should submit a letter of interest, résumé, and legal writing sample to:

William E. Shay, Director Audit and Oversight
Committee for Public Counsel Services
44 Bromfield Street
Boston, MA 02108

Candidates may submit application materials by mail or email (wshay@publiccounsel.net). Applications should be submitted by **September 30, 2010**, but may be accepted until the position is filled.

The Committee for Public Counsel Services is an equal opportunity employer.
The agency actively seeks to diversify its workforce.

Date of Posting: September 7, 2010