



WILLIAM McNAMARA  
COMPTROLLER

# Commonwealth of Massachusetts

## OFFICE OF THE COMPTROLLER

ONE ASHBURTON PLACE, 9TH FLOOR  
BOSTON, MASSACHUSETTS 02108  
(617) 727-5000  
MACOMPTROLLER.ORG



## OFFICE of the COMPTROLLER (CTR)

### FY23-021: LAW STUDENT INTERNSHIP - Summer 2023

#### **About the Office of the Comptroller**

The Office of the Comptroller of the Commonwealth of Massachusetts (CTR) is an independent and apolitical agency charged with overseeing the Commonwealth's financial systems, preparing the annual financial reporting, and managing the external single audit process. In fiscal year 2021 CTR oversaw approximately \$95 billion in spending. In addition, CTR oversees the Commonwealth's General Ledger, payroll and vendor management, trains state employees on risk mitigation and operates the Commonwealth's financial system.

As stewards of the public trust, CTR aspires to inspire confidence by maintaining our core principles: clarity, integrity, and accountability. The powers and obligations of the Office of the Comptroller are generally dictated by M.G.L. c. 7A.

#### **Internship Summary**

CTR is seeking a qualified candidate to participate in CTR's Summer 2023 Hybrid Law Student Internship Program. The internship program will run from approximately **June 5, 2023, through August 4, 2023**. The exact duration of an individual's internship may vary depending upon that student's specific academic calendar.

This internship will help a law student to develop legal skills and will provide the opportunity to produce substantive work that contributes to the mission of CTR. Through this internship, a law student will gain an understanding of state finance law and the structure of Massachusetts state government, develop legal research and writing skills, and draft material that may be used as a future writing sample. The internship will also provide an opportunity to learn about the legal side of public finance, including statutory and regulatory interpretation, government procurement, accounting, auditing, risk management and business systems.

#### **Desired Skills**

Applicants must demonstrate strong attention to detail; excellent time management skills; ability to multitask; ability to contribute and work productively as part of a team; positive attitude; and the capacity to remain flexible and learn new skills as necessary. Candidates are encouraged to apply who have an interest in or experience with legal research and writing, statutory research, and prior government or finance experience.

### **Business Hours**

The program is designed to run Monday through Friday, except for holidays, on a full time basis, with a compensated work day of 7.5 hours per day (37.5 hours per week). A selected candidate's exact schedule may be set with the direct supervisor. No overtime, no nights, and no weekend work will be required or permitted.

### **Work Model**

CTR began operating under a hybrid work model on November 1, 2021. Under this policy, employees are currently required to work a minimum of four business days per month (two set by management and two set by the employee) on-site at CTR's Boston office and may work remotely the remainder of the time at a location approved by their supervisor, so long as they comply with the requirements of the telework policy. Under this policy, all employees must be able to report to the Boston office with little or no notice, even including the same workday should an exigent circumstance arise. Therefore, a reasonable proximity to the office is necessary. CTR does not reimburse for employees to travel to the office.

In addition, the successful candidate may be required to work primarily on site in Boston during the initial training and orientation period, and for certain positions a primarily on-site role may be necessary.

### **Compensation and Benefits**

This is a paid internship program. The rate will be \$20.00 per hour, with the opportunity to earn up to 37.5 hours per week. Interns will be required to document the hours worked each day in the Commonwealth's Time and Attendance System. This position does not provide any overtime opportunity, the accrual of vacation time or personal time, but does provide the accrual of earned sick time as required by law.

### **Minimum Qualifications**

Applicants must have completed at least 1 year of and be currently enrolled at an ABA accredited law school

### **COVID-19 Vaccination Requirement**

CTR follows Executive Order 595, issued by Governor Baker on August 19, 2021, which requires the full regiment of vaccination and booster(s) against the COVID19 virus.

The successful applicant will be required to have received the full required regimen of vaccine doses of a COVID-19 vaccine (two doses of the Pfizer/Moderna vaccine or one dose of the Johnson & Johnson vaccine) prior to their start date, and may be required to demonstrate that they continue to maintain COVID-19 vaccination in accordance with any updated public health recommendations or policies that may be adopted by the Office of the Comptroller (e.g., staff shall obtain all recommended boosters.)

Applicants who request to be exempt from the requirement for COVID-19 vaccination due to a documented medical condition that makes vaccination medically contraindicated or based on a sincerely held religious beliefs must obtain approval for such an exemption from the Office of the Comptroller through its Chief Human Resources Officer, Melissa Diorio, before their start date. Details relating to how to comply with this requirement will be discussed with CTR's Chief Human Resources Officer during the selection process, for candidates who advance.

### **Commitment to Diversity**

The Office of the Comptroller is committed to building a diverse staff across its agency and is an equal opportunity/ affirmative action employer.

### **Application Process**

Interested candidates should submit the following material by e-mail on or before **April 7, 2023**:

- a cover letter
- resume
- one writing sample

A copy of an unofficial transcript may be requested during the interview process. Candidate packets will be reviewed and considered on a rolling basis, so interested candidates are encouraged to submit an application as soon as possible. Late submissions will be considered at the sole discretion of CTR.

The application package should be submitted to: [CTR-HR@Mass.gov](mailto:CTR-HR@Mass.gov)

Please include the position title and position number in the subject line:

**Summer Legal Intern FY23-021**

**Required Background Check – Including Tax Compliance**

CTR requires a background check on all prospective employees as a condition of employment. Candidates should be aware of this requirement but should also understand that a background check is not initiated until: 1) a candidate is invited to a second or subsequent interview; and 2) the candidate has signed the Background Check Authorization Form and related releases. This background check includes a Criminal Offender Record Information (CORI) check, federal IRS and Commonwealth of Massachusetts, Department of Revenue state tax compliance on all prospective employees as a condition of their employment.

Candidates with advanced degrees and professional licenses may have these credentials verified. Individuals other than those provided by a candidate may be contacted in the course of completing a full background and qualification check.

**Further Information:**

To learn more about the Office of the Comptroller, please visit our website (<https://www.macomptroller.org/>)

Follow us on LinkedIn (<https://www.linkedin.com/company/macomptroller/>) and Twitter ([https://twitter.com/MA\\_Comptroller](https://twitter.com/MA_Comptroller))!

If you have any questions about this posting reach out to CTR's General Counsel, Amy Nable at [Amy.Nable@mass.gov](mailto:Amy.Nable@mass.gov) or by phone at (617) 973-2684.