



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)

LAW STUDENT INTERNSHIP - Summer 2025

FY25 - 015

About the Office of the Comptroller

The Office of the Comptroller of the Commonwealth of Massachusetts is an independent and apolitical overseer of governmental and other funding sources, totaling more than \$76 billion in Fiscal Year 2021. In addition, the Office of the Comptroller oversees the Commonwealth's expenditure, payroll management, and major audit functions.

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 2025 Hybrid Law Student Internship Program](#).

Through this internship, a law student will gain firsthand experience with the duties and opportunities associated with a public sector in-house legal career. The law student will learn how to apply both state and federal statutory and regulatory authority in a public finance-focused setting and gain an understanding of state finance law and the structure of Massachusetts state government. This internship will provide a law student with the opportunity to interact with subject matter experts in government finance, labor and employment, procurement and contract management, risk management and cyber security, settlement and judgment payment processing, financial reporting, and auditing, both within CTR and with business partners across state government.

The internship will also include an opportunity to draft legal material, with one-on-one guidance from the agency's General Counsel, that may be used as a future writing sample.

The start and end date of the internship and the exact duration of an individual's internship may vary depending upon that student's specific academic calendar.

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 government or finance experience.

Minimum Qualifications

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

Compensation and Benefits

This is a paid internship program. The rate will be \$25.00 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, or the accrual of vacation time or personal time, but does provide the accrual of earned sick time as required by law.

Business Hours

The program is designed to run Monday through Friday, except for holidays, on a full-time basis, with a compensated workday 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 operates under a hybrid work model. 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 Flexible Work Site 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.

Commitment to Diversity

CTR is committed to building a diverse staff at all levels across its entire agency.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law.

CTR is an Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

Application Process

The Office of the Comptroller encourages interested candidates that meet the minimum entrance requirements and qualifications to apply for this position.

Interested candidates should submit the following material by e-mail on or before **February 6, 2025**:

Submissions should include the following:

- a cover letter,
- resume,
- and one writing sample.

A copy of an unofficial transcript may be requested during the interview process

Please include position title and posting number (Legal Intern FY25-015) in the subject line of your submission. Your application package should be submitted to:

CTR-HR@mass.gov

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.

Required Background Check – Including Tax Compliance

CTR requires a background check on all prospective employees as a condition of employment. Candidates should know that the 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,
- Commonwealth Department of Revenue state tax compliance.

Candidates with advanced degrees and professional licenses may have these credentials verified.

Individuals other than those references provided by a candidate may be contacted in the course of completing a full background and qualification check.

Further Information:

Please visit <https://www.macomptroller.org> for more information about the Office of the Comptroller.

If you have any questions about this posting reach out to CTR's Assistant General Counsel, Parris Kyriakakis, at Parris.Kyriakakis@mass.gov or by phone at (617) 973-2698.