



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**May 16, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-216**

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements indicated below:

**TITLE:** Investigator 1, Law and Public Safety

**SALARY:** \$50,737.29 to \$71,553.48

**LOCATION:** [Division of Law](#)  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under close supervision of a Supervising Investigator or under the guidance of an Investigator 4 or other supervisory official in the Division of Law, Department of Law & Public Safety, conducts complex investigations of alleged violations of or noncompliance with State statutes, administrative codes, rules, regulations, or professional rules of conduct. Investigates information on applications and other documents. Investigates allegations of negligence, incompetence, misrepresentation, or misconduct by licensed individuals, organizations, vendors, service providers, or other agencies. Conducts background checks, such as credit history, financial assets, or criminal history; assist in affirmative and defense litigation; testify in court; does other related work as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/33855.htm>

### **REQUIREMENTS:**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** One (1) year of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; **OR** One (1) year of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** One (1) year of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. *A copy of your transcript indicating completion of the internship as part of your undergraduate degree program in Criminal Justice or a related field must be provided in order to meet this substitution requirement. Failure to do so may result in disqualification.*

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field may be substituted for one (1) year of experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**NOTE:** Preference will be given to candidates who have academic or employment experience in accounting, auditing, accounting software, Excel or forensic accounting.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.

All offers of employment are conditional, subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, please submit a cover letter indicating interest in job vacancy announcement #23-216, a copy of unofficial transcripts (for internship substitutions only) and a current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **May 30, 2023**:

The "New Jersey First Act," [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

