



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

April 9, 2024
NOTICE OF JOB VACANCY
#24-171

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 2, Law and Public Safety

SALARY: \$57,420.37 to \$81,196.66

LOCATIONS:	Division of Law Environmental Enforcement (2), Financial Affairs (2) & Litigation (2) Practice Groups 25 Market Street Trenton, NJ 08625	Division of Law Affirmative Civil Enforcement Practice Group 124 Halsey Street Newark, NJ 07102 (2) Two Vacancies
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AND
(6) Six Vacancies – as indicated above
Statewide travel required to perform work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Eight (8) – as indicated above. Location and Practice Group preference required.

DUTIES: Under the limited supervision of the Supervising Investigator, Section Chief, or Assistant Section Chief, performs civil investigative work to support the attorneys of the Division of Law. Investigators perform internet and database investigations including: skip tracing, asset location, property/deed histories, judgment and lien searches, social media searches, MVC searches, verification of income, and others. Investigators perform fieldwork including: service of process, site visits, witness interviews, surveillance, canvassing of neighborhoods or businesses to locate individuals. Investigators will identify and develop leads, self-direct their investigations with occasional input from supervisors, and report their findings to the attorneys handling the cases. Investigators will keep records of their investigations and draft reports of their findings when appropriate. Investigators will collect evidence for use in court and maintain chain of custody records when needed. Investigators may be called to testify about their investigations and findings. Performs other related duties as required.

REQUIREMENTS:

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports.

OR

Six (6) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

OR

Six (6) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

OR

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

OR

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field; and one (1) year of the above-mentioned professional experience.

NOTE: 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.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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

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 below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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.

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 send a cover letter to the Recruitment Coordinator via email at Jobs@njoag.gov indicating interest in job vacancy announcement #24-171 with desired location and Practice Group preference, copy of unofficial college transcripts (if any credits earned) and a current resume on or before the closing date of **May 9, 2024**.

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.

