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## NOTICE OF JOB VACANCY

**POSTING NUMBER: 23-04-S**

**STATEWIDE**

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### **ABOUT NJOHSP**

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) leads and coordinates New Jersey's counterterrorism, cybersecurity, and preparedness efforts while building resiliency throughout the State. We fulfill this mission by committing ourselves to a professional ethos that is the sum of five core values:

**SERVICE.** We put our State and its citizens first, and we put Mission before self. We take pride in being timely, agile, and relevant.

**TEAMWORK.** We stand with and behind each other. We recognize that partnerships, both internal and external, are critical to achieving success. We cannot fulfill our Mission alone.

**EXCELLENCE.** We take great pride in the quality of our work. We do every task, every project, every initiative, to the best of our ability.

**DIVERSITY.** We strive to build a workforce that is as diverse as New Jersey's citizenry. We pride ourselves on encouraging diversity of thought, perspective, and problem solving.

**INTEGRITY.** We are committed to holding ourselves accountable to the highest moral and ethical standards in our personal and professional conduct. We can be relied upon to act with honor and truthfulness.

### **JOINING NJOHSP**

If you are looking for an exciting and rewarding career in public service, then come join our team of dedicated professionals. We strive to cultivate a workplace environment that rewards innovation and creativity, and which encourages employees to be forward-thinking, collaborative, and above all, united in our common mission to keep New Jersey safe and secure.

We offer a generous benefit package for our full-time employees which includes vacation, personal and sick leave as well as 13 annual paid holidays, medical, dental and prescription plans, retirement plans, life insurance, flexible spending account plans, commuter Tax\$ave program and professional development courses.

**"See Something, Say Something"**  
Report Suspicious Activity 1-866-4-SAFE-NJ  
<https://www.njhomelandsecurity.gov>

## **OPPORTUNITY**

This position is in the unclassified service and applicants must meet the minimum job requirements specified below.

<b>POSTING #</b>	<b>23-04-S</b>
<b>TITLE</b>	<b>Investigator 4, Law and Public Safety</b>
<b>ISSUE DATE</b>	<b>January 25, 2023</b>
<b>CLOSING DATE</b>	<b>February 9, 2023</b>
<b>SALARY</b>	<b>\$72,836.90 – \$83,098.07</b>
<b>LOCATION</b>	<b>West Trenton, New Jersey</b>

## **JOB DESCRIPTION**

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill a full-time position within the Intelligence Management Bureau, located in West Trenton, NJ.

The Intelligence Management Bureau aims to provide tailored information to New Jersey communities, the private sector, and federal, state, county, and local law enforcement partners by regularly engaging with the intelligence community to share information that meet state and national-level intelligence priorities and encouraging the reporting of suspicious activity to the Counterterrorism Watch (CTWatch) desk. Duties include but not limited to:

- Act as the Assistant Unit Supervisor for CTWatch and assist the CTWatch Unit Leader in supervisory duties for the Unit.
- Assist with 24/7 schedule and part-time evaluations.
- Attend meetings and briefings related to CTWatch and Suspicious Activity Reporting (SAR) process or system.
- Provide visitor tours of CTWatch at ROIC.
- Conduct quality control of New Jersey Suspicious Activity (NJSASRS) and Contact Log Systems.
- Conduct background checks of a confidential or sensitive nature.
- Provide guidance to full-time and part-time staff on SAR processes and thresholds.
- Participate in new initiatives such as the NJ Statewide Threat Assessment Team (NJSTAT).
- Work closely with NJ State Police, FBI, DHS, and other partners at ROIC.
- Work closely with various OHSP Bureaus on SAR collection and thresholds.
- Review resumes/conduct interviews for new CTWatch hires.
- Provide briefs on CTWatch and SAR processes.

## **REQUIREMENTS**

### **EDUCATION**

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

### **EXPERIENCE**

Four (4) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports. - **OR** - Four (4) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. - **OR** - Four (4) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

### **SUBSTITUTION**

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 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 the non-supervisory experience.

**License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**Interested applicants should submit a cover letter and resume. All submissions must be received no later than 4 p.m. on the closing date. Failure to submit all required documentation may result in your disqualification from consideration.**

**NJ SAME Program Applicants:** If you are applying under the NJ SAME Program, your supporting documents must be submitted along with your resume by the closing date of the posting.

**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.

Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top-Secret Clearance from the federal

government. U. S. citizenship is a requirement for obtaining such clearance. Additionally, a criminal and personal background investigation is conducted on all NJOHSP personnel.

### **NJ RESIDENCY REQUIREMENT**

In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

### **NJ ETHICS REQUIREMENT**

Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.

### **EQUAL OPPORTUNITY**

NJOHSP 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.

NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit <https://nj.gov/csc/same/overview/index.shtml>

NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via [careers@njohsp.gov](mailto:careers@njohsp.gov) and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**To apply, please click on the following link:**

**<https://njohsp.hire.trakstar.com/jobs/fk0xqw8?source=Civil%20Service>**