



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 064 - P	<b>ISSUE DATE:</b> April 5, 2024	<b>CLOSING DATE:</b> April 19, 2024
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<b>TITLE:</b> Investigator Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Treasury Pension Fraud and Abuse Unit	<b>RANGE:</b> P95
<b>LOCATION:</b> 50 West State Street, Trenton, NJ	<b>TITLE CODE:</b> 56788
<b>SALARY RANGE:</b> \$50,229.66 - \$52,513.10	<b>WORKWEEK:</b> NE (35 hours)

### JOB DESCRIPTION

The New Jersey Department of Treasury's Pension Fraud and Abuse Unit is seeking an Investigator Trainee. Under close supervision of an Investigator 3, Supervisor of Investigations, or the Director of the Pension Fraud and Abuse Unit, as a trainee and productive worker within the Pension Fraud and Abuse Unit, receives on-the-job training in the performance of office and/or field duties to investigate.

Duties may include but are not limited to:

- Learns to conduct investigations of alleged violations of or noncompliance with state statutes, administrative codes, rules, and regulations governing the state-administered pension and health benefits systems.
- Learns to conduct investigations pertaining to applications for disability retirement.
- Learns to review and evaluate internal and external referrals alleging fraud or abuse within the state-administered pension and health benefits systems.
- Learns to prepare clear, sound, accurate, and informative reports of investigational activities.
- Learns to query internal and external databases and social media platforms for data, documents, and information relative to investigations.
- Learns to obtain and review reports of police and other law enforcement agencies.
- Learns to visit employer locations to review documents, interview personnel and obtain employee records.
- Learns to obtain and examine medical treatment records for red flag indicators of malingering, doctor shopping, misrepresentation and fraud.
- Learns to interview witnesses to obtain accurate and comprehensive supporting documentation.
- May testify before formal hearings, administrative hearings (OAL), courts of law, or other judicial bodies.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.

### POSITION REQUIREMENTS

**Requirements:** 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.

Possession of a bachelor's degree from an accredited college or university

**OR**

Four (4) years of professional experience relevant to the position. (Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.)

**Note:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**License:** Appointee 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.

**Trainee Titles:** Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

**Advancement:** Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Investigator 1 or other similar titles designated appropriate by the Civil Service Commission in accordance with Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the titles listed above shall be considered as cause for separation.



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## IMPORTANT NOTES

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**Foreign Degrees:**

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

## INSTRUCTIONS TO APPLY

**If you are qualified, please submit the documents listed below by 5:00 p.m. on April 19, 2024:**

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

**(Please list the "2024- 064 - P Investigator Trainee" in the Subject Line)**

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

**THIS IS NOT A PROMOTIONAL ANNOUNCEMENT**

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by: Antoinette Sargent (nr)  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*