



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2025 - 021 - P	ISSUE DATE: January 28, 2025	CLOSING DATE: February 25, 2025
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TITLE: Investigator Trainee	OPEN TO: General Public
DIVISION: Cannabis Regulatory Commission	TITLE CODE: 56788 RANGE: P95
UNIT: Office of Compliance & Investigations	WORKWEEK: NE (35 hours)
LOCATION: 50 Barrack Street, Trenton, NJ	SALARY RANGE: \$51,987.70 - \$54,351.06

JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission seeks individuals to serve as Investigator Trainees in their Office of Compliance & Investigations. Under direction of an experienced Supervisor, the Investigator Trainee will receive on the job training by working as an integral part of a professional team of Investigators. The Trainees will learn to perform office and field duties of a routine nature involving the review and assessment of compliance with rules and regulations and the investigation of cases involving applicants and approved licensees as it pertains to fraud, negligence, misrepresentation, misconduct, or abuse/neglect by the entity, industry representatives, licensed/certified professionals, authorized vendors, etc. Learns to assist in investigating complaints pertaining to the administration or enforcement activities of State licensing boards, agencies, commissions, and/or consumer protection advocacy entities. Learns to prepare and/or assist in the preparation of legal documents for review and further processing. Will be required to learn how to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units. May be required to perform other related duties.

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.



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POSITION REQUIREMENTS

Education & Experience:

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

-OR-

Four (4) years of professional experience relevant to the position.

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

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 may be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

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.

GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

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 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, OPT, or H1B visas are not eligible for employment.



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INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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.

If you are qualified, please submit the documents listed below by 5:00 p.m. on February 25, 2025:

- 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

(Please list the "2025- 021 - P Investigator Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer