



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 24, 2023 NOTICE OF JOB VACANCY #23-195

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Investigator 4, Law and Public Safety

SALARY: \$72,836.90 to \$103,620.41

LOCATION: [Division of Consumer Affairs](#)
Office of Consumer Protection
124 Halsey Street, 7th Floor
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of a Supervising Investigator or other supervisory official in the Department of Law and Public Safety, Division of Consumer Affairs, leads an investigative unit or team or coordinates an investigative program regarding NJ Lemon Law allegations for new car and motorized wheelchair claims; conducts in depth regulatory and administrative audits and inspections of financial statements, applications, DMV records, restitution calculations, etc.; participate in motor vehicle dealership investigations to detect and deter non-compliance with consumer protection laws; prepare statistical reports of Lemon Law Unit activity; respond to Lemon Law-related OPRA requests and inquiries about the Lemon Law process from consumers, manufacturers, dealerships and attorneys; Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/33858.htm>

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university 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.

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 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 the essential duties of the position.

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 , 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 send a cover letter indicating interest in job vacancy announcement #23-195, copy of college transcripts (for internship substitutions only) and a current resume on or before the closing date of **April 7, 2023** to the Recruitment Coordinator at Recruit@dca.njoag.gov.

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.

