



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

November 12, 2024 NOTICE OF JOB VACANCY #24-448

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Investigator 1, Law and Public Safety
SALARY: \$54,351.06 to \$76,649.82
LOCATION: [Division of Alcoholic Beverage Control](#)
Investigations Bureau
140 East Front Street
Trenton, NJ 08625
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of the Chief of Investigations and/or a Supervising Investigator or other supervisory official in the Division of Alcoholic Beverage Control, will have the following responsibilities: working with the public; interfacing with licensees, legal staff, outside counsel, municipalities, police and ABC internal and external staff on matters specifically related to Title 33 statutes and regulations; ability to perform and conduct investigations; responsibility to perform surveillance; handle undercover operations; craft detailed investigative reports; responsible for the enforcement of Title 33 Statutes and the regulations promulgated thereunder; coordinates interviews; makes recommendations for both short term and long-range enforcement and investigation plans for licensees suspected of engaging in alleged illegal activities; reviews financial statements; performs other related duties as required. This position may, on occasion, require non-traditional work hours, on an as needed basis, including evenings and/or weekends or short deadlines for certain assignments during peak seasons, with or without advance notice and travel within the State.

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.

Five (5) 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** Five (5) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. **OR** Five (5) 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 one (1) year 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.

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 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.

PREFERENCE: Preference will be given to candidates with a knowledge of investigative report writing, finance and/or bookkeeping.

SAME APPLICANTS: If you are applying under the NJ "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 visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-448, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **November 26, 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.

