



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 17, 2023 NOTICE OF JOB VACANCY #22-676

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, 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 Criminal Justice **AND** Division of Criminal Justice
Specialized Crimes Bureau Specialized Crimes Bureau
Trenton, NJ 08625 Atlantic City, NJ 08401
One (1) Vacancy
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under direction of a Supervising Investigator or supervisory official in the Specialized Crimes Bureau or in the Division of Criminal Justice ("the Division"), reviews records, files, financial statements, documents, cyber and web-based data, transactional records, and other related items to determine and investigate criminal activity, specifically as it relates to Human Trafficking ("HT"); conducts complex investigations; performs confidential and sensitive civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with, or violations of, New Jersey state statutes; leads and participates in the review and analysis of data, information, surveillance footage, body worn camera footage, and other evidential items or materials collected from criminal investigations; conducts analysis and investigative work for the detection and prosecution of criminal activities related to all aspects of HT and related crimes; compiles detailed findings and conclusions to prepare reports; utilizes computer software and hardware for gathering and analyzing records; works with a variety of computer software to assist with trial preparation, including but not limited to litigation presentation software, such as Sanction; provides technical guidance, assistance and administrative support to trial teams; compiles detailed findings and conclusions; conducts data mining and analysis; creates reports on data obtained through mobile device extractions or media; provides technical guidance for digital case management, using analytic tools and systems; assists and attends court proceedings and trials; performs other related duties as required or needed to support the Specialized Crimes Bureau or the Division. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities; performs other related work as required.

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.

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, or other 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.

PREFERENCE: Preference will be given to candidates with extensive investigative experience, specifically as it relates to Human Trafficking; those with applicable criminal justice trainings and/or related certifications; those with demonstrated ability to use litigation preparation and presentation software, such as Sanction; and those with demonstrated long-term, complex investigative experience using various platforms.

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 disqualification.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-676, a current resume and copy of college transcripts (for internship substitutions only) on or before the closing date of January 31, 2023, to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

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.

