



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### February 17, 2023 NOTICE OF JOB VACANCY #23-34

Opportunities currently exist 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 1, Law and Public Safety

**SALARY:** \$50,737.29 to \$71,553.48

**LOCATION:** Division of Consumer Affairs  
Professional Boards  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** Ten (10)

**DUTIES:** Under close supervision of a Supervising Investigator or under the guidance of an Investigator 4 or other supervisory official in the Department of Law and Public Safety, will be responsible for conducting initial review of licensee and consumer complaints to determine whether additional information is needed before a matter is referred to the board for formal action; functions as a navigator to assist complainants through the complaint process; assists with review of complex initial and reinstatement applications with particular focus on auditing supporting applicant documentation to determine whether applicant experience satisfies statutory and regulatory requirements; performs other related duties as required.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE:** One (1) year of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; **OR** One (1) year of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** One (1) year 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.

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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 filed 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 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 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](mailto: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.

**If qualified, please send a cover letter indicating interest in job vacancy announcement #23-34, a current resume and a copy of college transcripts (for internship substitutions only) to:**

Recruitment Coordinator:  
[Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov)

-OR-

Recruitment Coordinator  
Division of Consumer Affairs  
Human Resource Department  
P.O. Box 45024, Newark, NJ 07101

**This is a continuous recruitment effort. The announcement will remain open until all vacancies have been filled.**

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.

