



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Attorney General

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Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### May 16, 2023 NOTICE OF JOB VACANCY #23-304

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 3, Law and Public Safety  
**SALARY:** \$63,525.05 to \$90,114.11  
**LOCATION:** [Division of Criminal Justice](#)  
CODIS Compliance Unit  
Richard Hughes Justice Complex, Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under general supervision of a Manager or other supervisory official within the CODIS (Combined DNA Index System) Compliance Unit, Division of Criminal Justice, leads and participates in the review, analysis, and appraisal of CODIS procedures, organization, and performance, and helps prepare recommendations for changes and/or revisions; analyzes the process of reviewing records, files, statements, and submissions to determine compliance with statutes, rules, and regulations governing CODIS, DNA, and fingerprinting; manages the Hits Database; assists in the coordination of DNA collection with law enforcement agencies and the Court; assists in proactive reporting and analysis of "refusal" offenders; prepares or oversees preparation of quarterly reports for dissemination to law enforcement agencies; serves as a liaison to law enforcement and criminal justice agencies; provides assistance and administrative and technical support; manages and analyzes pertinent data and records; performs charge verifications; researches criminal statutes and verifies DNA collection as required; handles complex data entry and data management; assists in coordinating DNA sample withdrawals; provides training to law enforcement and stakeholder on CODIS related topics; assists the CODIS Manager and Division with special projects and initiatives; performs other related duties required. Please see the Civil Service Commission job specification for more information at <https://info.csc.state.nj.us/jobspec/33857.htm>

### **REQUIREMENTS**

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

**EXPERIENCE:** Three (3) 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** three (3) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** three (3) 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 indicated experience.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates with a demonstrated knowledge and familiarity with CODIS policy and practices; ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; experience training law enforcement; and experience auditing.

**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.

**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.

**HOW TO APPLY:** If qualified, please send a cover letter indicating interest in job vacancy announcement #23-304, a copy of college transcripts (for internship substitutions only) and current resume to the Recruitment Coordinator via email at [LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov) on or before the closing date of **May 30, 2023**.

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.

