



# State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Chief Administrative Officer

## January 12, 2024 NOTICE OF JOB VACANCY #24-006

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Investigator 2, Law & Public Safety  
**SALARY:** \$57,420.37 to \$81,196.66  
**LOCATION:** [Division on Civil Rights](#)  
Investigations Unit  
Trenton, Newark, Cherry Hill or Atlantic City, NJ  
(*Statewide travel required for work responsibilities.*)

**NUMBER OF POSITIONS AVAILABLE:** Two (2) – Location preference required.

**DUTIES:** Under the direction of the Chief of Investigations and a Supervising Investigator, the Investigator will investigate complaints of discrimination and bias-based harassment in a thorough and objective manner. The Investigator will be required to conduct moderately complex investigations with limited supervision and oversight. Duties include reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD or FLA has been violated. Duties also include conducting intake interviews and drafting verified complaints; drafting investigation plans, including witnesses to interview and documents to obtain; conducting interviews of parties and witnesses and summarizing relevant information learned from same; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; conducting fact-finding conferences and site visits as necessary and summarizing relevant information learned from same. The Investigator will draft a summary of the investigation at the conclusion of the investigation for review and edits from the Supervising Investigator. Investigators will facilitate settlement discussions when the parties choose to resolve a complaint. Investigators are required to use DCR's on-line case management system (NJBIAS) to actively manage their caseload and move many investigations forward at the same time, and tailor all investigations only to what is relevant to the particular legal claim at issue; performs other related duties as required.

### REQUIREMENTS

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

**EXPERIENCE:** Two (2) 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** two (2) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** two (2) 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 additional 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 college transcripts indicating completion of the internship as part of your undergraduate curriculum 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.

**PREFERENCE:** Preference will be given to applicants who demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to investigate complex civil rights cases with general supervision, to analyze large quantities of information and determine what is relevant.

**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 below. You are also required to apply via the NJ CSC SAME website. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtm>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations are 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.

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 #24-006 and current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) with location preference and a copy of college transcripts (for internship substitutions only).

**This announcement will remain open until the vacancies are 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.

