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NOTICE OF JOB VACANCY

POSTING NUMBER	ISSUE DATE	CLOSING
23-26-S (REPOST)	January 3, 2024	January 31, 2024

TITLE	
Investigator 3, Law and Public Safety	
LOCATION	SALARY
West Trenton, NJ	\$65,748.43 - \$74,921.65

<u>JOINING OHSP</u>	<p>If you are looking for an exciting and rewarding career in public service, then come join our team of dedicated professionals. We strive to cultivate a workplace environment that rewards innovation and creativity, and which encourages employees to be forward-thinking, collaborative, and above all, united in our common mission to keep New Jersey safe and secure.</p> <p>We offer a generous benefit package for our <u>full-time employees</u> which includes vacation, personal and sick leave as well as 13 annual paid holidays, medical, dental and prescription plans, retirement plans, life insurance, flexible spending account plans, commuter Tax\$ave program and professional development courses.</p>
<u>OPPORTUNITY</u>	<p>The New Jersey Office of Homeland Security and Preparedness (NJOHSP) is seeking to fill a full-time position (35 hours per week) as Investigator 3, Law and Public Safety who will be assigned to the NJOHSP, Intelligence Management Bureau. This position in the unclassified service and applicants must meet the minimum job requirements specified below.</p>
<u>JOB DESCRIPTION</u>	<p>The mission of NJOHSP's Intelligence Management Bureau is to provide tailored information to New Jersey communities, the private sector, and federal, state, county, and local law enforcement partners by regularly engaging with the intelligence community to share information that meet state and national-level intelligence priorities. The Bureau also encourages the reporting of suspicious activity to the Counterterrorism Watch (CTWatch) Unit, which is a 24/7/365 operation whose mission is to gather, process, assess, and share suspicious activity reports (SARs).</p> <p>Duties will include but not be limited to:</p> <ul style="list-style-type: none">• Collect counterterrorism information of a sensitive nature in the form of suspicious activity reports (SARs) from various sources including the public, private sector, and law enforcement (LE) entities.• Query investigative information and databases from a variety of LE systems, as well as open-source reporting.• Develop reports on activities and investigative findings.• Monitor open-source media reports and sensitive documents to determine potential threats to the U.S. and New Jersey.• Provide situational awareness updates to the NJOHSP Senior Staff, and other partners when appropriate.• Serve as Compliance/Quality Control Officers within the CTWatch Unit. Review SAR entries to ensure they meet State and Federal standards. Edit SAR entries if errors are discovered and notify the reporting party of said edits.• Liaise with LE agencies, as well as private sector and the public on SAR reporting and thresholds.• Develop leads for investigative purposes and examine records, documents, or other official recorded material.

	<ul style="list-style-type: none"> Conduct background checks, such as credit history, financial assets, and criminal history, write investigative reports, and maintain the information in an investigative case management system. <p>The ideal candidate will have experience in law enforcement, homeland security, investigations, and familiarity with suspicious activity reporting. This position requires strong computer skills and hand-on experience in conducting database checks using law enforcement systems and the ability to simultaneously manage multiple projects in collaboration with various members of NJOSHSP and ROIC. The ideal candidate will have strong written and verbal communication skills, analytical skills, ability to multitask and adapt easily to meet priorities and deadlines and be a team player.</p> <p>This position will be assigned to work 35 hours per week with the shifts: Monday through Friday 3pm-11pm or as determined by operational needs. This position is designated as Business and Weather Essential. This designation requires reporting to work at the regular starting time during inclement weather when State offices are closed or to reporting to work to maintain operations necessary for public health, safety or welfare during a business interruption.</p>
<u>REQUIREMENTS</u>	<p>Education: Graduation from an accredited college with a Bachelor's Degree.</p> <p>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.</p> <p>Substitution: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.</p> <p>Substitution: 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.</p> <p>Substitution: 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 indicated experience.</p> <p>Preference: Preference will be given to candidates with director knowledge of SAR processes and the New Jersey Suspicious Activity Reporting System (NJSARS) and demonstrable experience in investigations, intelligence, homeland security, or counterterrorism, conducting background investigations, collecting, and analyzing intelligence information, reviewing records, files, financial statements, and other transactions and candidates who have an active Top Secret Compartmented Information (SCI) Clearance from the federal government.</p> <p>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.</p> <p>Resume Note: Eligibility determinations will be based only upon proof of degree submitted and the information presented in the resume. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency, with a course-by-course breakdown. Failure to provide will result in your disqualification.</p> <p>NJ SAME Program Applicants: If you are applying under the NJ SAME Program, your supporting documents must be submitted along with your resume by the closing date of the posting.</p> <p>Interested applicants should submit a Letter of Interest, Resume, and State of NJ Application for Employment. All submissions must be received no later than 4 p.m. on the closing date. Failure to submit all required documentation may result in your disqualification from consideration.</p>
<u>SECURITY CLEARANCE REQUIREMENT</u>	<p>Applicants should be aware that all NJOHSP employees must be a U. S. Citizen due to the fact that they need to be eligible to obtain a Secret or Top-Secret Clearance from the federal government. U. S. citizenship is a requirement for obtaining such clearance. Additionally, a criminal and personal background investigation is conducted on all NJOHSP personnel. <i>The inability to obtain or maintain the required clearance will be a basis for dismissal from employment.</i></p>

<u>NJ RESIDENCY REQUIREMENTS</u>	In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.
<u>NJ ETHICS REQUIREMENT</u>	Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.
<u>EQUAL OPPORTUNITY</u>	<p>NJOHSP 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.</p> <p>NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit https://nj.gov/csc/same/overview/index.shtml</p> <p>NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via careers@njohsp.gov and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>
<u>TO APPLY</u>	<p>To apply, please click on the following link:</p> <p>https://njohsp.hire.trakstar.com/jobs/fk0vjwl?source=Civil%20Service</p>