



## State of New Jersey

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

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*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

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*Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**July 13, 2023**  
**NOTICE OF JOB VACANCY**  
**#23-432**

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

**TITLE:** Investigator 2, Law & Public Safety  
**SALARY:** \$55,478.62 to \$78,450.85  
**LOCATION:** [Division on Civil Rights](#)  
Affirmative Enforcement Unit  
Trenton, Newark, Cherry Hill or Atlantic City, NJ  
*Statewide travel required for work responsibilities.*

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

The N.J. Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD), New Jersey Family Leave Act (FLA), and Fair Chance in Housing Act (FCHA). DCR has a team of investigators and legal specialists who investigate, process, and issue findings on complaints of discrimination and bias-based harassment.

**DUTIES:** Under supervision of the Associate Director of Affirmative Enforcement or other supervisory official within the Affirmative Enforcement Unit, the Investigator will conduct complex, systemic civil rights investigations in a thorough and objective manner. The Investigator will work closely with DCR Legal Specialists and Division of Law Deputy Attorneys General (DAGs) and will review extensive discovery, interview witnesses, and gather evidence to determine whether the LAD, FCHA or FLA have been violated. The Investigator will work with Legal Specialists and DAGs to draft administrative complaints, notices of violation, warning letters, and other enforcement documents; develop investigation plans; conduct interviews of parties and witnesses and summarize relevant information learned from same; gather and evaluate documents and other physical evidence related to investigations; analyze and synthesize data and evidence to identify patterns of discrimination; conduct site visits; conduct and oversee testing to identify discrimination; participate in litigation, including by participating in depositions and testifying in court; utilize DCR's online case management system to manage their caseload; monitor and enforce compliance with judgments, settlement agreements and consent decrees; and may perform other related duties as required. 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.

### 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 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, 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.

**PREFERENCE:** Preference will be given to applicants who demonstrate a strong knowledge of, commitment to, and experience with civil rights investigations; experience conducting investigations of housing discrimination or other fair housing matters; a strong commitment to a New Jersey free of discrimination; and excellent communication skills, both orally and in writing.

**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.

**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 #23-432 with location preference, a copy of college transcripts (for internship substitutions only) and current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **August 13, 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.

