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State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

May 27, 2025
NOTICE OF JOB VACANCY
#25-167

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Investigator 3, Law and Public Safety
SALARY: \$68,049.63 to \$96,532.47
LOCATION: [Division of Alcoholic Beverage Control](#)
Investigations Bureau
140 East Front Street
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of the Chief and/or a Supervising Investigator of the Division of Alcoholic Beverage Control Investigations Bureau, is responsible for conducting and assisting with regulatory and administrative investigations of liquor-licensed establishments to ensure compliance with applicable laws, codes, and regulations. This includes undercover surveillance, financial and document reviews, evidence collection, report writing, and testifying in administrative or municipal hearings. The Investigator also works with local, county, and state law enforcement on operations targeting service to underage individuals and may help coordinate large-scale events such as concerts or parades to ensure legal compliance. Additional duties include contributing to training improvements, attending law enforcement trainings, assisting in SOP updates, and making recommendations for investigative actions. Performs other related duties as required. This position may, on occasion, require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments during peak seasons, with or without advance notice.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports. **OR** Seven (7) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. **OR** Seven (7) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

OR

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field; and two (2) years of the above-mentioned professional experience.

NOTE: 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.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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

PREFERENCE: Preference will be given to candidates with experience in finance and accounting.

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. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 upload a cover letter indicating interest in job vacancy announcement #25-167, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via the following [link](#) on or before the closing date of **June 10, 2025**. *Applications will not be accepted via email.*

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.

