



# State of New Jersey

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DIVISION OF ADMINISTRATION  
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## May 1, 2024 NOTICE OF JOB VACANCY #24-185

**This is a repost of vacancy announcement #23-540; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

**TITLE:** Special Investigator, Law and Public Safety  
**SALARY:** \$110,000.00  
**LOCATION:** [Office of Public Integrity & Accountability](#)  
Conviction Review Unit  
Cherry Hill, NJ  
*Statewide travel required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the direction of the Executive Director, Office of Public Integrity and Accountability (OPIA), the Director of the Conviction Review Unit or other supervisory official within the Department of Law and Public Safety, plans, organizes and conducts investigations relating to claims of actual innocence by persons convicted of felonies in New Jersey State courts; ability to accurately track and analyze data as per Attorney General's Guidelines; prepares reports and memoranda; performs other work 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

**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.

Eight (8) 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 Eight (8) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. OR Eight (8) 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 four (4) 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 three (3) 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:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants who have demonstrated knowledge and/or experience with homicide investigations and/or complex investigations; Title 2C; investigative techniques; law enforcement operations and procedures on local, state and national levels; procedures governing rules of evidence and chain of custody; ability to learn and apply training principles and techniques; compliance with DCJ Standard Operating Procedures and Attorney General Guidelines and Directives; ability to identify and pursue potential investigative areas; excellent oral and written communication skills; ability to make decisions and determine what decisions should be referred to supervisors; and ability to show good judgement when exercising powers of arrest, charging decisions and interactions with DCJ management, staff and partnering agencies.

**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 send a cover letter indicating interest in job vacancy announcement #24-185, a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) and current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto:jobs@njoag.gov) on or before the closing date of **May 15, 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.

