



State of New Jersey
DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

PHIL MURPHY
Governor

MARLENE CARIDE
Commissioner

SHEILA OLIVER
Lt. Governor

TEL (609) 940-7690
FAX (609) 599-6803

NOTICE OF VACANCY
STATE-WIDE-PUBLIC

POSTING NO.: BIA-2023-033 **OPENING DATE:** May 05, 2023

TITLE: Investigator 1
(Unclassified – N.J.S.A. 11A:3-4(1)) **CLOSING DATE:** May 19, 2023

DIVISION: Insurance **SALARY:** \$52,080.21-\$73,534.05

UNIT: Bureau of Fraud Deterrence **RANGE:** I19

LOCATION: (North-Whippany, Central-Trenton, South-Cherry Hill)

POSITIONS AVAILABLE: Multiple

OPEN TO: Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.

DEFINITION

Under the close supervision of an Investigator 3, Supervisor of Investigations, or other supervisory official in a State department or agency, or local government agency, conducts routine investigations in the field or from their designated office (Whippany, Trenton, Cherry Hill), involving alleged non-compliance with State statutes and regulatory requirements; does other related duties as required. Performs routine insurance fraud investigations as per N.J.S.A. 17:33A.

REQUIREMENTS

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

EXPERIENCE: One (1) year of office and/or field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal or civil misconduct.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above experience on a year-for-year basis.

NOTE: Applicants who do not possess the required education may substitute experience in investigation of criminal, civil, or regulatory matters, on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

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.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a letter of interest, resume and three (3) professional references of your current or former supervisors or managers - please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All documents should be submitted by May 19, 2023 to: Human.Resources@dobi.nj.gov. Please include posting #BIA-2023-033 in the subject line of the email.

The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please notify the Department's ADA Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337. Determinations on requests for reasonable accommodations will be made on a case-by-case basis

NOTE: *Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>*