



State of New Jersey

Department of Banking & Insurance

Philip Murphy
Governor
Tahesha Way
Lt. Governor
JUSTIN ZIMMERMAN
Acting Commissioner

The New Jersey Department of Banking & Insurance invites you to apply for the following position:

POSTING NUMBER		BIA-2023-068		ISSUE DATE	September 29, 2023	CLOSING DATE	October 13, 2023
TITLE		Investigator 1 (Unclassified – N.J.S.A. 11A:3-4(1))					
LOCATION & UNIT		Bureau of Fraud Deterrence Special Projects Liaison Unit (SPLU) 20 W State Street Trenton, New Jersey		RANGE	I19		
				SALARY	\$52,080.21 – 73,534.05		
OPEN TO		Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.					
GENERAL DECIPTION		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 the central office, involving alleged non-compliance with State statutes and regulatory requirements; does other related duties as required. Performs routine insurance fraud investigations as per <u>N.J.S.A. 17:33A</u>					
REQUIREMENTS							
EDUCATION		Graduation from an accredited college or university with a Bachelor's degree.					
EXPERIENCE		<p>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.</p> <p>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.</p> <p>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.</p> <p>A Master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.</p>					
NOTE		The desired applicant may possess prior police or civilian 9-1-1 communications center experience. Prior use of NJMVC,ATS-ACS, Promis Gavel, LexisNexis, Carfax, NJ Labor, NJ Vital Statistic, NJ Commercial Recording, and eCourts. The successful candidate will assist other Investigators in locating subjects of insurance fraud investigations for service of complaints using all electronic means available. The candidate will be aware of Terminal Agency Coordinator records keeping mandates that are subject to audit.					
NOTE FOR FOREIGN DEGREES		Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.					
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.					
IMPORTANT NOTICE							
RESIDENCY		Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.					
NOTE(S)		<p>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."</p> <p><i>*Telework:</i> This position may be eligible to participate in the Department's pilot "Telework Program", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process.</p> <p><i>SAME Applicants:</i> If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be</p>					

	submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: https://nj.gov/csc/same/overview/index.shtml , email: SAME@csc.nj.gov , or call CSC at (833)691-0404.
	Interested applicants should submit a letter of interest, transcripts, 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 in by October 13, 2023 to: human.resources@dobi.nj.gov . Please include posting # BIA number in the subject line of the email.

FILING INSTRUCTIONS

Forward a cover letter and resume electronically to: human.resources@dobi.nj.gov You must include the Job <u>Posting #</u> , and <u>Last Name</u> in the subject line of your email. Example: (123-22, Smith)
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New Jersey Department of Banking & Insurance is an Equal Opportunity Employer