



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

MATTHEW J. PLATKIN
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

March 22, 2023 NOTICE OF JOB VACANCY #23-10

An opportunity currently exists 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 3, Law and Public Safety
SALARY: \$63,525.05 to \$90,114.11
LOCATION: Division on Civil Rights
Affirmative Enforcement Unit
Trenton, Cherry Hill, Newark, or Atlantic City, NJ
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD), Family Leave Act (FLA), and Fair Chance in Housing Act (FCHA), and with preventing and eliminating discrimination and bias-based harassment in New Jersey. The Division's Affirmative Enforcement Unit identifies and develops legal enforcement actions to protect the civil rights of all New Jersey residents, conducting complex investigations into systemic discrimination, as well as patterns and practices of discrimination and bias-based harassment.

DUTIES: Under the supervision of the Associate Director for Affirmative Enforcement and other supervisory staff within the Division, the Investigator will conduct civil rights investigations in a thorough and objective manner. Responsibilities include: Reviewing relevant documents and discovery, interviewing witnesses, and gathering evidence to determine whether the LAD, FLA, or FCHA have been violated; drafting and revising complaints, notices of violation, warning letters, and other enforcement documents; drafting and developing investigation plans, including by identifying witnesses to interview and documents to request during the investigation; conducting interviews of parties and witnesses and summarizing relevant information learned from those interviews; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from that evidence; conducting site visits as necessary and summarizing relevant information from site visits; drafting at the conclusion of investigations a report and investigation summary, including a compilation of relevant documents and analysis; monitoring compliance with judgments, settlement agreements, and consent decrees; and performing related work as required or as requested by the Director, Associate Director for Affirmative Enforcement, or other supervisory officials.

REQUIREMENTS

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

EXPERIENCE: Three (3) 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** three (3) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** three (3) 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, or other related field may be substituted for one (1) year of the indicated 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 commitment to civil rights; excellent communication skills, both orally and in writing; and demonstrated ability to investigate complex civil rights cases and to analyze large quantities of information and determine what is relevant.

RESUME NOTE: Eligibility determinations will be 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, 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 #23-10 with location preference and a current resume on or before the closing date of April 22, 2023 to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov.

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.

