



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

April 9, 2024

NOTICE OF JOB VACANCY #24-182

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements specified below:

TITLE: Investigator 4, Law and Public Safety

SALARY: \$75,386.19 to \$107,247.18

LOCATION: [Division of Law](#)
Litigation Practice Group
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under general supervision of a Supervising Investigator or other supervisory official in the Department of Law and Public Safety, Division of Law, conducts civil investigative tasks including: conflict check interviews, witness interviews, background investigations, site inspections, witness locates, surveillance, site inspections, record and database searches (police, court, property, vital records, etc.), secure transport, subpoena service, complaint service, social media investigations, fingerprinting, etc. Handles judgment/lien investigations for cases in the settlement process. Prepares sensitive and confidential memos and reports. Maintains professionalism and confidentiality in cases involving high-level State employees (Judges, Directors, Commissioners, etc.). Independently develops and follows leads. Assists Supervising Investigator with coordinating investigative programs and assignments as the team leader; performs other related duties required.

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

PREFERENCE: Preference will be given to applicants with significant civil investigatory experience; significant experience within the Division of Law and/or to applicants with advanced education in a related field.

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 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 disqualification.

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 #24-182 with location preference, a copy of college transcripts and current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **April 23, 2024**.

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.

