



## State of New Jersey

COMMISSION OF INVESTIGATION

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*Executive Director*

### STATE COMMISSION OF INVESTIGATION

**TITLE: SPECIAL AGENT/INVESTIGATOR 3 – SCI**

#### **UNCLASSIFIED**

NJSA 52:9M-9

#### **DEFINITION:**

Under the direction of the Executive Director, Deputy Director, Counsel, or other supervisory officer of the State Commission of Investigation, conducts confidential and sensitive investigations and inquiries of a diverse and complex nature to expose governmental waste, fraud, abuse and mismanagement, as well as the identity and activities of organized criminal groups and enterprises consistent with Commission resolutions. Serves on investigative teams consisting of counsel, accountants, analysts and other investigative staff with a moderate degree of independence and a significant degree of supervision to detect non-compliance with or violation of New Jersey State statutes, administrative codes and other rules of conduct or laws.

Cooperates with other law enforcement officials in this state and in agencies of the United States government and other states as appropriate and in accordance with the Commission's mandate.

Authorized to exercise all the powers and rights of a peace officer in the investigation of assigned matters and further empowered to act as a peace officer for the detection, apprehension and arrest of offenders against the law.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

Conducts in depth regulatory and administrative audits and investigations. Reviews, records, files, financial statements and other transactions to determine compliance with rules and regulations.

Analyzes and organizes assigned investigations and assesses priorities to establish appropriate actions. Develops own work schedules and procedures in order to meet and attain changing investigative objectives, improve operating efficiency and arrive at deadlines with success and with results suitable to the objectives of the Commission.

Participates in complex and major phases of investigations, including interviews, document analysis and surveillance, and directs the course of an investigation or surveillance when warranted by circumstances. Advises supervisors on the results and progress as appropriate.

Develops inferences and recommends investigative strategies based on review of evidence, testimony, investigative reports and other resources. Recommends investigative information requirements in order to plan, prioritize and implement investigative plans, targets or case strategies.

Conducts routine interviews and conferences with representatives of government agencies, organizations, businesses and other parties to obtain relevant information.

Assists in authorized surveillances, searches and seizures as required.

Assists in the collection, cataloging, accountability and security of evidential, investigative and intelligence information from various sources. As required, assists in the development of detailed and comprehensive subpoenas and schedules of records required to further investigations.

Prepares accurate detailed investigative and intelligence reports of interviews and observations which effectively communicate findings, conclusions and recommendations. Weighs facts impartially and accurately and states them clearly, concisely and objectively, orally or in writing. Assists in the preparation of presentations or status reports as directed.

Directly assists Counsel and contributes to the planning and preparation for proposed witnesses in Commission public or private hearings. Prepare questions or areas of questioning and demonstrative exhibits and evidence to be used in proceedings.

Participates in private and public hearings as required. Provide factual testimony at public hearings on evidential material, investigative findings and recommendations for action as required. Observes proceedings and provides assistance to Counsel.

Maintains, updates and monitors the input, retrieval and purging of essential computer data, intelligence files and records relating to investigative activities in accordance with the Commission's policies and intelligence guidelines.

Maintains or develops effective liaison and working relationships with international, federal, state, and local agencies and entities on matters of mutual interests and advises supervisors of possible impact on other enforcement actions and Commission investigations.

Obtains, develops, manages and maintains sources of relevant information which can assist the Commission in meeting its goals.

Informs supervisors and investigative staff of developments, new or revised procedures, legislation and new investigative techniques.

May assist in the preparation of plans and specifications for equipment, supplies and information system requirements to include the justification for budget requests.

Maintain knowledge and familiarity with policies, procedures, regulations, precedents, investigative technique and other matters related to the technical and administrative aspects of investigative assignments.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems, audio and video equipment, communication devices and other equipment utilized by the Commission.

## **REQUIREMENTS:**

### **Education:**

Graduation from an accredited college or university with a bachelor's degree.

### **Experience:**

Three (3) years experience in conducting and organizing criminal, intelligence or organized crime investigations, or background-type investigations which should have included the review and analysis of modern business, financial and accounting records.

**Note:**

Applicants who do not possess the required education may substitute an additional four (4) years of experience as indicated above.

**Note:**

A Master's degree may be substituted for one (1) year of the indicated experience.

**Note:**

Applicants are required to have successfully completed training required to be authorized to carry and qualify with firearms as required by New Jersey State statute and regulations. Applicants will be further required to re-qualify with required firearms on a semi-annual basis and successfully complete ongoing training and other qualification requirements.

**Note:**

Applicants accepting employment as Special Agents with the State Commission of Investigation are required to adhere to certain current employment restrictions and a secrecy agreement.

**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.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested candidates should submit a cover letter, resume and three (3) references to:

Chadd W. Lackey, Executive Director

New Jersey State Commission of Investigation

50 West State Street

P.O. Box 045

Trenton, NJ 08625

E-mail: [staffing@sci.state.nj.us](mailto:staffing@sci.state.nj.us)

Please note: Residency Requirements - New Jersey First Act - Be advised, the New Jersey First Act, P.L. 2011, c.70, effective September 1, 2011, requires all employees of State and local government reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. Questions regarding the exemption process should be directed to the Employee Residency Review Committee at (609) 777-2960.

Codes: X98 – 90606

(Rev.12/12/05)