



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2024 - 072 - S	ISSUE DATE: April 22, 2024	CLOSING DATE: May 6, 2024
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TITLE: Special Agent Trainee	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Taxation	TITLE CODE: 51342 RANGE: FA95
UNIT: Office of Criminal Investigation	WORKWEEK: NE (35 hours)
LOCATION: Northern, Central, and Southern New Jersey	SALARY RANGE: \$50,492.53 - \$53,017.96

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Taxation, Office of Criminal Investigation seeks Special Agent Trainees. Under direction of the Chief or other supervisory official, in the Department of the Treasury, as a trainee and productive worker, learns to conduct intra and interstate investigative functions related to criminal and civil violations of New Jersey tax laws administered by the Division of Taxation; under close supervision, learns to recommend the initiation of legal proceedings against violators and assists in the preparation of legal documentation and presentment of evidence for prosecution in criminal and civil proceedings; does other related duties.

Examples of work include but are not limited to:

- Participates in the conduct of undercover investigations and/or surveillance of limited complexity in cases where violations of criminal and civil statutes of the tax laws are suspected.
- Learns to develop and control informers, ensuring that strict secrecy and confidentiality are maintained.
- Learns to develop and maintain the cooperation of other law enforcement agencies in the investigation, apprehension, and prosecution of tax law violators.
- Learns to make legal determinations regarding preparation of affidavits for search and seizure warrants and related documents involving apprehension and arrest procedures.
- Learns to collect and maintain evidence related to investigations of tax law violations.
- Participates in the interrogation of alleged tax law violators and witnesses, takes statements, and ensures that the constitutional rights of those questioned are upheld.
- Prepares investigative reports and related documentation according to directives from the Attorney General's office and/or the courts and/or management.
- Travels out of state for extended periods in the pursuance of criminal investigations.
- Appears at administrative, criminal, and civil proceedings as a witness and/or complainant and presents evidence as required.
- Learns to collect background data, conviction records and judgment orders to effect the proper and secure disposition of contraband, and assists in the physical removal of such contraband.
- As required, assists in making arrests and seizures as provided by law. (Arrest and peace officer powers confined to those activities provided by statute.)
- Prepares clear, and informative reports of investigational activities containing findings, conclusions, and recommendations.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

Education & Experience::

Possession of a Bachelor's degree from an accredited college or university.

-OR-

Four (4) years of professional experience conducting investigations, collecting evidence, and/or preparing investigative reports related to criminal and/or civil matters involving fraud, misrepresentation, or other acts of criminal and/or civil misconduct, or as a police officer performing criminal follow-up investigations (not preliminary investigations).

-OR-

A combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Note:

Appointees to the title of Special Agent Trainee will be required to satisfactorily complete all training courses mandated by the Police Training Commission (PTC), including the completion of instruction in the proper use of firearms during the Trainee period. Failure to satisfactorily complete the course is considered cause for separation.

Note:

Candidates certified from the eligible list for this title will be required to undergo medical and psychological examinations administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection and/or removal from the eligible list.

License:

Appointees will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.

Trainee Titles:

Appointees to a Trainee title will serve a four (4) month working test period and a one (1) year training period concurrently. Upon successful completion of one (1) year training period, incumbent will be advanced to the journeyman title. A Civil Service examination is not required for this advancement.

Advancement:

Appointees who successfully complete the required twelve-month training period will be eligible for advancement to the title, Special Agent 3, in accordance with Merit System procedure.

The inability to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

SAME Applicants:

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.

Veteran's Preference:

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on May 06, 2024:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded/conferred or copy of diploma)

Treasury Employment Recruiter

Email address: TaxJobs@treas.nj.gov

(Please list the "2024- 072 - S Special Agent Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent (nr)

Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer