



# State of New Jersey

## DEPARTMENT OF EDUCATION

### Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

**Reference Number: DOE-010-23**

**Title:** Investigator Trainee (two positions available)

(one full-time, one 90% part-time)

**Range/Title Code:** P95/56788

**Salary:** \$48,531.07 - \$50,737.29

**Position Number:** 654338, 093245

**Issue Date:** January 26, 2023

**Closing Date:** February 24, 2023

**Core Hours of Operation:** 7:30 a.m. – 5:30 p.m.

**Location:** Trenton, New Jersey

**Division:** Division of Field Support and Services,  
Office of Fiscal Accountability and Compliance

**Description:**

Under the close supervision of a supervisor in the Student Protection Unit of the Office of Fiscal Accountability and Compliance, as a trainee and productive worker, learns to perform routine office and/or field duties to investigate alleged non-compliance with State statutes and regulatory requirements. The Investigator Trainee will conduct criminal history record checks of applicants for positions in New Jersey's public schools, private schools for students with disabilities, charter schools, non-public schools, and authorized private vendors; reviews criminal history records to disqualify or render ineligible those individuals with convictions or charges pending for certain crimes and offenses; and does other related duties as required.

**Requirements:**

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

Advancement: Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Investigator 1, in accordance with the New Jersey Civil Service Commission procedures. The inability of an employee in this trainee title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

**Note:** Applicants must submit a copy of their final unofficial transcripts, which indicates the date a degree was conferred, and the type of degree conferred. Failure to submit final unofficial transcripts may result in disqualification from consideration.

**Open to the Following:**

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website

<https://info.csc.state.nj.us/jobspec/56788.htm>.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations.

Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

**Forward a cover letter and resume electronically to:**

[resume3@doe.nj.gov](mailto:resume3@doe.nj.gov) (include the Reference # in the subject line).

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic

partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.