



VACANCY ANNOUNCEMENT

Posting #: 2026-134	Issue Date: 5/27/2026	Closing Date: 6/10/2026	
Title: Investigator Trainee (Non-Competitive)	Range/Title Code: P95/56788	Salary: \$53,807.27- \$56,253.35	
Unit Scope: Statewide Public/Private	Location: Division of Employer Accounts, (N385); 1 John Fitch Plaza, Trenton, NJ 08625	Workweek: NE	Vacancies: 2

Job Description

Under the close supervision of an Investigator 3 or other supervisory official in a state department, institution or agency, as a trainee learns to perform routine office and/or field duties to investigate alleged non-compliance with State statues and regulatory requirements; does other related duties as required.

Responsibilities include:

- Learns to perform office and field duties of a routine nature involving the investigation of alleged fraud, negligence, misrepresentation, misconduct, or abuse/neglect by public employees, industry representatives, licensed/certified professionals, authorized vendors, out-of-home caretakers or wage replacement benefit programs.
- Learn to review criminal history record information from verifiable sources and perform follow-up investigations to determine the employment eligibility of applicants and existing employees.
- Participates in and observes the detecting, reporting, and follow-up alleged illegal operations.
- Learn to check reports and other documents relevant to investigation or enforcement of federal, state and local regulations.
- Learn to prepare answers to complaints and inquiries by correspondence, telephone or in person.
- Learn to prepare clear, technical, sound, accurate, and informative reports of investigational activities containing facts, findings, conclusions, and recommendations.

Full Civil Service specifications can be found [HERE](#)

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- | | |
|--|---|
| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

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.

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

OR

Possession of a bachelor's degree from an accredited college or university.
Transcripts showing conferral of degree must be provided at time of submission.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Investigator 1. The inability of an employee in this trainee title to attain a level of performance warranting advancement to this title shall be considered as cause for separation.

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.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. **Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.**

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program: email: SAME@csc.nj.gov, or call CSC at 609-292-4144, option 3.

VETERANS PREFERENCE: Are you a veteran? If so, proof your NJ Veterans Preference is required at application. Please provide a copy of your New Jersey Civil Service Commission NOTIFICATION OF VETERANS STATUS along with your cover letter and resume. For information on how to apply for Veterans Preference in the State of NJ, please visit the Civil Service Commission's website at <https://www.state.nj.us/csc/seekers/veterans>.

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.

TO APPLY

If you qualify, **please submit a letter of interest, transcripts, your resume (including the best contact number and email address) and Personal Relationship Disclosure Form (attached)** to the email address listed below. Your submission **must** be received by the closing date and include the job posting number. Transcripts showing conferral of degree must be provided at time of submission.

EMAIL:

Human Capital Strategies
Recruitment Unit
LWDJobPostings@dol.nj.gov

Subject line must include the specific job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act,” all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.
- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority regarding personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State if a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during their employment.

I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.