



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2026 - 039 - P	<b>ISSUE DATE:</b> April 1, 2026	<b>CLOSING DATE:</b> April 15, 2026
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<b>TITLE:</b> Investigator Trainee	<b>OPEN TO:</b> General Public
<b>DIVISION:</b> Administration	<b>TITLE CODE:</b> 56788 <b>RANGE:</b> P95
<b>UNIT:</b> Investigative Practices	<b>WORKWEEK:</b> NE (35 hours)
<b>LOCATION:</b> 3 John Fitch Way, 8th Floor, Trenton, NJ	<b>SALARY RANGE:</b> \$53,807.27 - \$56,253.35

### JOB DESCRIPTION

The New Jersey Department of the Treasury is seeking to fill multiple entry-level Investigator Trainee positions within its Investigative Practices Unit. Under the direction of the Deputy Director or other senior supervisors, Investigator Trainees will support the unit's mission and collaborate with Legal & Compliance, Human Resources/Labor Relations, EEO/AA, Audit, and Ethics teams to ensure investigations are conducted with integrity and consistent standards. Investigator Trainees will receive training to conduct impartial, sensitive, and complex investigations into employee-related matters and alleged violations of State statutes, administrative codes, regulations, and departmental policies. They will learn to lead investigations involving workplace violence, discrimination, personnel issues, employee grievances, and union-related matters. Responsibilities include reviewing and analyzing information from credible sources, performing follow-up inquiries, and preparing clear, accurate reports that present findings, conclusions, and actionable recommendations. Trainees must ensure timely notification of appropriate parties throughout the process.

The role also involves responding promptly to emergent situations affecting the health, safety, and welfare of the Department's workforce of more than 4,000 employees, including In-But-Not-Of agencies. Investigator Trainees will help maintain compliance with all applicable rules and standards, including Departmental policies, NJAC Title 4, NJLAD, EEO/AA requirements, workplace violence protocols, and union contracts. Additional duties include conducting database and social media queries, gathering relevant documentation, reviewing law enforcement reports, visiting employer locations to examine records and interview personnel, and obtaining confidential witness statements. Trainees will work closely with Legal & Compliance and Human Resources/Labor Relations to ensure decisions are well-reasoned and compliant with laws and regulations. They may also assist or serve as Hearing Officers for appeal hearings, schedule hearings within civil service timeframes, provide testimony at formal hearings or court proceedings, and maintain tracking systems for grievances, disciplinary actions, EEO/AA cases, and workplace violence incidents. Strong writing skills, sound judgment, and initiative are essential, as the position emphasizes recommending improvements to investigative processes and enhancing overall effectiveness in detection, investigation, mitigation, and reporting. Performs other job related duties as requested.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's 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, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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### POSITION REQUIREMENTS

**Education & Experience:**

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 experience relevant to the position.

-OR-

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

**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.

**License:**

Appointee 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

**Advancement:**

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 a one (1) year training period, the incumbent will be advanced to the journeyman title. Please refer to the Advancement section located at the bottom of the [title specification](#) (title code 56788) for a comprehensive list of approved journeyman titles related to this trainee title. A Civil Service examination is not required for this advancement.



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### GENERAL INFORMATION

**Vacancy Notice:**

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

**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 and must be included in your application submission by the closing date.

**NJ SAME Program:**

In accordance with P.L. 2021, c.465 and P.L. 2021, c.466, the **State as a Model Employer of People with Disabilities (SAME) program** allows qualified individuals with a significant disability to apply for non-competitive and unclassified positions through a fast track hiring process. If you are applying under the "NJ SAME Program", your supporting documents (Schedule A or B letter), must be included in your application submission by the closing date. Reasonable accommodations will be made for qualified candidates with disabilities upon request. For more information, call (609) 292-4144, option 3; email [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or visit <https://nj.gov/csc/same/overview/index.shtml>.

**NJ Veteran's Preference:**

New Jersey's merit system provides absolute veteran preference in employee selection. Qualified veterans are placed at the top of open competitive employment lists and priority on certain certified lists. If you have established NJ Veteran's Preference, a copy of your New Jersey Veteran's Preference card must be included in your application submission by the closing date. For more information, visit: [Civil Service Preference for Veterans](#).

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

### INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below 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 April 15, 2026:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2026-039-P- Investigator Trainee" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent/sd*  
Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*