



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

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Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

December 18, 2020 NOTICE OF JOB VACANCY #20-300

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Investigator 1, Law & Public Safety
SALARY: \$47,810.88 to \$67,426.77
LOCATION: Division on Civil Rights
Enforcement Unit
31 Clinton Street, Newark, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination (LAD) and Family Leave Act (FLA) and preventing and eliminating discrimination and bias-based harassment in New Jersey. DCR's Enforcement Unit has a team of neutral investigators who investigate complaints of discrimination and bias-based harassment.

DUTIES: Under the direction of the Chief of Enforcement and a Supervising Investigator, the Investigator 1 will, under close supervision, investigate complaints of discrimination and bias-based harassment in a thorough and objective manner, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD or FLA has been violated. Duties include, under close supervision, conducting intake interviews and drafting verified complaints; drafting investigation plans, including witnesses to interview and documents to obtain; conducting interviews of parties and witnesses and summarizing relevant information learned from same; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; conducting fact-finding conferences and site visits as necessary and summarizing relevant information learned from same; drafting a summary of the investigation at the conclusion of the investigation; and facilitating settlement discussions when the parties choose to resolve a complaint. The Investigator 1 will be required to use DCR's online case management system to actively manage their caseload and move many investigations forward at the same time, and, under close supervision from the Supervising Investigator, tailor all investigations only to what is relevant to the particular legal claim at issue; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; **OR** One (1) year of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** One (1) year of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with each year of experience being equivalent to thirty (30) semester hour credits.

Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience. **Please submit a copy of your transcripts to be eligible for the internship substitution.** Internships cannot be considered without receiving a copy of your transcript.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or other related field may be substituted for one (1) year of the non-supervisory experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants who demonstrate commitment to the civil rights laws enforced by DCR and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination; demonstrated abilities to analyze large quantities of information and ascertain what is relevant to the legal claim; and to competently and professionally engage with members of the public, including while conducting witness interviews. Must also have excellent written and verbal communications skills and be extremely organized and detail oriented, able to keep many cases moving simultaneously.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #20-300, a current resume, a writing sample that is unedited by others (preferably an investigation report), and college transcripts (for internship substitutions only), on or before the closing date of January 18, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

