



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 16, 2021 NOTICE OF JOB VACANCY #21-109

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Investigator Trainee, Law and Public Safety

SALARY: \$43,753.77

LOCATION: Division of Criminal Justice
CODIS Compliance Unit
25 Market Street
Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under close supervision of a Supervising Investigator, Detective, CODIS Manager or other supervisory official in the Department of Law and Public Safety, Division of Criminal Justice, as a trainee and productive worker will learn the process of reviewing records, files, statements, and submissions to determine compliance with statutes, rules, and regulations governing CODIS, DNA and fingerprinting; will learn how to conduct, under close supervision, civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with, or violations of, NJ statutes, administrative codes, rules and regulations; assists CODIS detective as needed; manages the unit Hits Database; will learn how to coordinate DNA collection with all probation agencies and for drug court; assists in proactive targeting of "Refusal" offenders; will be trained on preparing quarterly reports to disseminate to agencies as needed; will learn how to serve as a liaison to law enforcement and criminal justice agencies; performs data entry; assists with record keeping; performs charge verifications and DNA collection verification; manages and analyzes data; assists with training law enforcement; assists the CODIS Compliance Unit as needed; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's Degree. *Applicants must submit proof of Bachelor's degree completion to be considered. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration.* Matriculating students cannot be considered.

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

ADVANCEMENT: On the successful completion of the 12-month training period, appointees will be eligible for advancement to the title Investigator 1, Law and Public Safety in accordance with Civil Service Commission procedures. *The inability of an employee in the trainee title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

PREFERENCE: Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders and who possess excellent organization and communications skills.

RESUME NOTE: Eligibility determinations are based upon proof of degree submitted and the information presented on your resume. 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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-109, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded on or before the closing date of April 30, 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.

