



# 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

## May 28, 2021 NOTICE OF JOB VACANCY #21-122

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Law, for applicants who meet the requirements indicated below:

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| <b>TITLE:</b>    | Investigator 2, Law and Public Safety  |  |
| <b>SALARY:</b>   | \$52,278.74 to \$73,926.08   |  |
| <b>LOCATION:</b> | Division of Law<br>(Investigative Statistician)<br>124 Halsey Street<br>Newark, NJ 07101<br>( <i>Statewide travel required for work responsibilities</i> ) | AND<br>Division of Law<br>(Investigative Financial Analyst)<br>124 Halsey Street<br>Newark, NJ 07101 |

**NUMBER OF POSITIONS AVAILABLE:** Two (2) – applicants must indicate the area of specialty to be considered.

**DUTIES:**

Under limited supervision in the Affirmative Civil Enforcement Practice Group, Division of Law, the *Investigative Statistician* reviews, synthesizes, and analyzes datasets, records, files, financial statements, and other information to support investigative efforts and determine compliance with laws, rules, or regulations; conducts investigations using statistical analyses; performs other confidential and sensitive civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with or violations of New Jersey state statutes, administrative codes, Professional Rules of Conduct or other laws; conducts independent in-depth regulatory, administrative audits, and pre-litigation investigations; performs other related duties as required.

The *Investigative Financial Analyst* will conduct independent in-depth regulatory, administrative, and pre-litigation investigations and audits by investigating, tracking, identifying and evaluating corporate and individual assets; gathers and analyzes information of a fiscal nature such as financial and accounting files, statements and records, and records of financial transactions; prepares reports of investigative findings; performs other confidential and sensitive civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with or violations of New Jersey state statutes, administrative codes, Professional Rules of Conduct or other laws; performs other related duties required.

**REQUIREMENTS:**

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

**EXPERIENCE:** Two (2) years 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** Two (2) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Two (2) years 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 experience as indicated on a year-for-year basis.

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. *A copy of your transcript indicating completion of the internship as part of your undergraduate degree program in Criminal Justice or a related field must be provided in order to meet this substitution requirement. Failure to do so may result in disqualification.*

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

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

**INVESTIGATIVE FINANCIAL ANALYST PREFERENCE:** Preference will be given to *Investigative Financial Analyst* candidates who have Academic or employment experience in forensic accounting, complex financial investigations and auditing, asset tracing and valuation, the application of generally accepted accounting and auditing principles and standards and complex financial systems to specific investigations, and/or investigation of corporate structures, financial statements and financial fraud; experience with accounting software, Microsoft Excel (including use of formulas and pivot tables), and Microsoft Word.

**INVESTIGATIVE STATISTICIAN PREFERENCE:** Preference will be given to *Investigative Statistician* candidates who have Academic or employment experience in statistics, data analysis, and qualitative and/or quantitative research; advanced Excel experience (pivot tables, formulas, conditionals); proficiency in statistical methods; and familiarity with visualization software such as R, STATA, ArcGIS, Python and Tableau.

**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 submit a cover letter indicating interest in job vacancy announcement #21-122 with desired location preference (required), copy of unofficial transcripts (for internship substitutions only) and a current resume on or before the closing date of June 28, 2021:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto: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.

