



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

June 9, 2021
NOTICE OF JOB VACANCY
#21-204

An opportunity currently exists in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

TITLE: Supervising Investigator, Law and Public Safety

SALARY: \$78,796.60 to \$112,372.72

LOCATION: Division of Consumer Affairs
Office of Consumer Protection, Charities Unit
124 Halsey Street, Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in the Charities Unit, Office of Consumer Finance, Division of Consumer Affairs, will oversee a team of investigators and other personnel conducting in-depth regulatory and administrative audits and inspections, and record reviews to determine compliance with the Charities Registration Act; reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations governing consumer protection laws; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; **OR** Five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** One (1) year of the five (5) years of experience shall have been in a team leader or lead investigator capacity.

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 the non-supervisory experience.

LICENSE: Appointee 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with experience in regulatory oversight over charitable or financial institutions and/or conducting large, complex civil investigations involving charitable organizations, financial fraud, and/or complex financial wrongdoing.

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 its 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 #21-204, current resume and a copy of college transcripts (for internship substitutions only) on or before the closing date of June 23, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resources Management
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.

