



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

July 28, 2021 NOTICE OF JOB VACANCY #21-267

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: \$80,372.53 to \$114,620.23

LOCATION: Division of Consumer Affairs
Criminal History Review Unit
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

This position serves as the Chief of the Criminal History Review Unit, responsible for the day to day management of this unit made up of investigators and support staff that process criminal history flaggings received from the State Police as they relate to the Division's 700,000 professional and occupational licensees.

DUTIES: Under supervision of a supervisory official in the Department of Law and Public Safety, Division of Consumer Affairs, plans, organizes, and supervises investigative teams or specialized investigators conducting in-depth regulatory and administrative audits and inspections of licensed premises; reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations governing consumer protection laws; 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, or Professional Rules of Conduct, or 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 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.

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 #21-267, current resume and a copy of college transcripts (for internships only) on or before the closing date of August 11, 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.

