



# 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*

## November 24, 2021 NOTICE OF JOB VACANCY #21-373

Temporary appointments currently exist with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Investigator 1, Law and Public Safety

**SALARY:** \$48,767.10 to \$68,775.00

**LOCATION:** Division on Civil Rights  
140 East Front Street  
Trenton, New Jersey 08625

**OR**

Division on Civil Rights  
31 Clinton Street, 3rd Floor  
Newark, NJ 07102

*Some Statewide travel may be required for work responsibilities*

**ANTICIPATED DURATION:** Three (3) years (Ending: December 31, 2024)

**NUMBER OF POSITIONS AVAILABLE:** Three (3) - Location preference required for consideration.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD) and the Fair Chance in Housing Act (FCHA) and preventing and eliminating discrimination and bias-based harassment in New Jersey.

**DUTIES:** Under the direction of the Chief of Investigations and a Supervising Investigator, will investigate complaints of discrimination 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 FCHA has been violated; conduct intake interviews and draft complaints; draft investigation plans, including witnesses to interview and documents to obtain; conduct interviews of parties and witnesses and summarize relevant information learned from same; gather and evaluate documents and other physical evidence from the parties and summarize relevant information learned from same; conduct fact-finding conferences and site visits as necessary and summarize relevant information learned from same; summarize the investigation and all relevant information learned therein; facilitate mediation and settlement discussions when the parties choose to resolve a complaint; using DCR's on-line case management system (NJBias) to actively manage their caseload and move many investigations forward at the same time, and 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 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 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. **You must 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:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to applicants who demonstrate commitment to fair housing and to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to analyze large quantities of information and determine 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 #21-373, a current resume and college transcripts (for internship substitutions only), on or before the closing date of December 27, 2021 to:**

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

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource 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

