



State of New Jersey

PHILIP D. MURPHY
Governor

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

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

November 24, 2021 NOTICE OF JOB VACANCY #21-410

A temporary appointment currently exists with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Supervising Investigator, Law and Public Safety

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

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

Statewide travel may be required for work responsibilities

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

NUMBER OF POSITIONS AVAILABLE: One (1) - 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, will exercise broad responsibility over the Housing Unit's Covid 19 assistance related and Fair Chance in Housing Act (FCHA) complaints; manage the operations of the unit, including supervising all investigators and support staff and implementing appropriate training, individual performance expectations, performance reviews, criteria for promotions, and other office managerial duties, including liaising with other divisions and departments; supervise intake and initial case processing, including adjudicating requests for extensions of time, and assigning cases to an investigator; manage all case investigations, including working closely with investigators and reviewing, editing and approving all investigation plans, witness interviews, and document and information requests; maintain consistent case productivity, including monitoring investigators' productivity to ensure that all investigations are completed in an efficient manner; review, edit and submit final case disposition reports, including a summary of the investigation; oversee all negotiations, including determining if settlement negotiations are appropriate, the range of issues that might be addressed, and any training, policy or monitoring terms that DCR may require; responds on behalf of the Director to inquiries from the public; required to use DCR's on-line case management system, NJBIAS, to actively manage Investigators' caseloads and move many investigations forward at the same time, as well as closely supervise Investigators, tailoring all investigations only to what is relevant to the particular legal claim at issue; perform 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, or 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. **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 excellent managerial skills and abilities. Must also have excellent written and verbal communications skills; be extremely organized and detail oriented, able to keep many investigators' cases moving simultaneously; and have excellent people skills, both in managing employees and communicating with members of the public on behalf of the agency.

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 #21-410, 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

-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

