



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

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

May 14, 2021 NOTICE OF JOB VACANCY #21-85

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Investigator 2, Law and Public Safety
SALARY: \$52,278.74 to \$73,926.08
LOCATION: Division of Criminal Justice
Records & Identification Unit
25 Market Street
Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under administrative direction of the Director of the Division of Criminal Justice (the "Division"), Chief of Detectives, Supervising State Investigator, or other supervisory official in the Division of Criminal Justice reviews complaints received from the general public; assists in investigating information on applications and other documents; assists with background checks, such as credit history, financial assets, or criminal history; assists in conducting administrative searches; examines records, documents, or other official recorded material; provides technological, and internet/intranet support services; serves as the Division's database manager for Lexis Nexis, Promis Gavel, TLO, XP, CLEAR, ACS, ATS, and other programs; serves as the agency liaison for NJ Learn; works collaboratively with attorneys, detectives, staff, and various partner agencies; assists with special projects for the Division; performs other duties, as 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, and 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, or other related field may be substituted for one (1) year of the indicated experience.

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

PREFERENCE: Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; and who have knowledge and experience with criminal justice processes and related systems.

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 disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-85, current resume and a copy of college transcripts (for internship substitutions only) on or before the closing date of May 28, 2021 to:

Recruitment Coordinator
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.

