



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

January 4, 2022 NOTICE OF JOB VACANCY #22-01

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

TITLE: Special Services (Hourly Arson Investigator)

SALARY: \$33.42 to \$38.08 per hour

LOCATION: Office of the Insurance Fraud Prosecutor
Private Insurance Section
25 Market Street Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under limited supervision in the Office of the Insurance Fraud Prosecutor, works with Detectives and Deputy Attorneys General to investigate insurance fraud crimes related to alleged or actual arson; investigates and analyzes evidence of fires to determine origins and causes and testifies as an expert witness in court; examines fire sites and collects evidence to determine origins and causes using investigation techniques and equipment; takes photographs of fire damage and evidence for use in analyzing cases; interviews and questions fire department personnel, police, persons reporting fires, homeowners, business owners, renters, and others to obtain information; reviews insurance policies; police reports; arson reports, fire reports, and other documents; compiles results and determines probable causes of fires and prepares reports containing findings and conclusions; reviews inspection records and violation notices as part of an investigation; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's Degree.

EXPERIENCE: Three (3) 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** three (3) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** three (3) 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 applicants who have five (5) years of full-time experience (paid or volunteer) in the fire service which includes fire suppression or fire code enforcement **OR** five (5) years of fire investigation experience with either a fire or law enforcement agency.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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 #22-01 and a current resume on or before the closing date of January 18, 2022 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.

