



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

MATTHEW J. PLATKIN  
*Acting Attorney General*

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*Lt. Governor*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

### April 4, 2022 NOTICE OF JOB VACANCY #22-221

**This is repost of vacancy announcement #22-106; previous applicants need not reapply.**

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Licensing Investigator)  
**SALARY:** \$29.77 to \$33.88 per hour  
**LOCATION:** Division of Alcoholic Beverage Control  
Licensing Bureau  
140 East Front Street  
Trenton, NJ 08625  
*Statewide travel may be required for work responsibilities*

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under limited supervision of the Bureau Chief for Licensing or other supervisory official in the Department of Law and Public Safety, Division of Alcoholic Beverage Control, performs the following activities; reviews applications for Special Concessionaire Permits or other State-issued licenses or permits; conducts detailed background checks of applicants, including criminal background checks and inquiries into source of funds to determine adherence to ABC laws; reviews leases and related legal documents; reviews complex corporate structures and security plans; conducts site inspections; analyzes and writes detailed background reports to be used by Licensing Bureau and Director to determine qualifications of applicant to hold State-issued license or permit; performs miscellaneous tasks related to review and issuance of licenses and permits; performs other related work as required. Applicants must be willing to work a flexible part-time schedule.

#### **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, 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 necessary to perform the essential duties of the position.

**SPECIAL NOTE:** These positions will be filled on a part-time, temporary basis, during normal business hours, and 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 #22-221, current resume and a copy of college transcripts (for internship substitutions only) 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

**This announcement will remain open until the vacancy has been filled.**

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees hiring 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.

