State of New Jersey

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

May 9, 2022
NOTICE OF JOB VACANCY
#22-244

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Investigator Trainee, Law and Public Safety **-OR-** Investigator 1, Law and Public Safety

SALARY: $45,521.43 **-OR-** $49,742.44 to $70,150.48

LOCATION: Division on Civil Rights
Enforcement/Investigations Units
Trenton, Newark, Atlantic City, or Cherry Hill, NJ
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: Four (4) – location preference required when applying.

The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination and New Jersey Family Leave Act. DCR's Investigations Unit has a team of neutral investigators who investigate complaints of discrimination and bias-based harassment.

DUTIES: Under the direction of the Chief of Investigations and a Supervising Investigator, will investigate complaints of discrimination and bias-based harassment in a thorough and objective manner. Duties include reviewing relevant documents; interviewing witnesses; gathering evidence to determine whether there is probable cause to believe that the LAD has been violated; conducting intake interviews and drafting verified complaints; drafting investigation plans, including witnesses to interview and documents to obtain; conducting interviews of parties and witnesses and summarizing relevant information learned from same; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; conducting fact-finding conferences and site visits as necessary and summarizing relevant information learned from same; drafting a summary of the investigation at the conclusion of the investigation for review and edits from the Supervising Investigator; and facilitating settlement discussions when the parties choose to resolve a complaint. Will use 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

Investigator 1, Law and Public Safety:

EDUCATION: Graduation from an accredited college or university 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.

Investigator Trainee, Law and Public Safety:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion to be eligible for consideration. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which specify the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

ADVANCEMENT: On the successful completion of the 12-month training period, appointees will be eligible for advancement to the title Investigator 1, Law and Public Safety in accordance with Civil Service Commission procedures. *The inability of an employee in the trainee title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

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

PREFERENCE: Preference will be given to applicants who demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to investigate complex civil rights cases with general supervision, to analyze large quantities of information. Preference will also be given to achievements and demonstrated success in performance at prior jobs.

RESUME NOTE: Eligibility determinations will be based upon information presented on resume and verification of college degree 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 #22-244 with desired location preference, a current resume and one of the following proofs of degree completion: (1) a copy of your college diploma or (2) a copy of your final unofficial transcript, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) 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.