



# 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

MATTHEW J. PLATKIN  
Acting Attorney General

WILLIAM H. CRANFORD  
Chief Administrative Officer

July 13, 2022

## NOTICE OF JOB VACANCY #22-341

An opportunity currently exists in the unclassified service within the Department of Law and Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Investigator 3, Law and Public Safety  
**SALARY:** \$63,525.05 to \$90,114.11  
**LOCATION:** Division on Civil Rights  
Strategic Initiatives and Enforcement Unit  
Trenton, Newark, Atlantic City or Cherry Hill, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required for consideration.

The Division on Civil Rights is charged with enforcing the New Jersey Law Against Discrimination (LAD), Fair Chance in Housing Act (FCHA) and Family Leave Act (FLA) and preventing and eliminating discrimination and bias-based harassment in New Jersey. DCR's Strategic Initiatives and Enforcement Unit develops legal, regulatory, and policy strategies to protect the civil rights of all New Jersey residents and conducts complex investigations of systemic pattern and practice complaints of discrimination and bias-based harassment.

**DUTIES:** Under general supervision of the Chief of Strategic Initiatives and Enforcement, the Investigator will conduct investigations in a thorough and objective manner. The Investigator will work closely with DCR Legal Specialists and Division of Law Deputy Attorneys General (DAsG) on DCR's proactive civil rights enforcement efforts. The Investigator will review extensive discovery, interview witnesses, and gather evidence to determine whether the LAD, FCHA or FLA have been violated. The Investigator will work with Legal Specialists and DAsG in drafting complaints; notices of violation; warning letters and other enforcement documents; develop investigation plans; conduct interviews of parties and witnesses and summarize relevant information learned from same; gather and evaluate documents and other physical evidence related to investigations; conduct site visits, monitor and enforce compliance with judgments, settlement agreements and consent decrees. The Investigator may be expected to analyze and synthesize data and evidence to support claims of patterns of discrimination. The Investigator may be required to participate in litigation including depositions and testifying in court. The Investigator will be required to use DCR's on-line case management system (NJBias) to manage their caseload; perform other related duties as required.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Three (3) 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** 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 additional experience as indicated on a year-for-year basis with each year of experience being equivalent to thirty (30) semester hour credits.

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 degree program 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 other related field may be substituted for one (1) year of the non-supervisory experience.

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

**PREFERENCE:** Preference will be given to applicants who demonstrate a strong knowledge of, commitment to, and experience with civil rights investigations; a strong commitment to New Jersey free of discrimination; excellent communication skills, both orally and in writing.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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 #22-341 with desired location preference, a current resume, and college transcripts (for internship substitutions only), on or before the closing date of August 26, 2022 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.

