



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

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 13, 2022
NOTICE OF JOB VACANCY
#22-45

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Investigator 3, Law and Public Safety
SALARY: \$62,279.46 to \$88,347.15
LOCATION: Division of Alcoholic Beverage Control
140 East Front Street
Trenton, NJ 08625
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of the Chief Investigator or other supervisory official in the Department of Law and Public Safety, Division of Alcoholic Beverage Control, conducts complex audits and inspections, reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations; performs confidential civil and regulatory audits or specialized investigations to detect alleged noncompliance or violations of NJ statutes, administrative codes, Professional Rules of Conduct or other laws; conducts forensic analysis of financial data and all computer related crimes; coordinates the examination of financial aspects of investigations in cooperation with Deputy Attorneys General and others, as required; compiles detailed financial findings and conclusions to prepare forensic reports; assists in subpoena preparation to obtain financial records and provides input for arrest warrants, search warrants, and indictments; performs other duties as required. This position may, on occasion, require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments during peak seasons, with or without advance notice.

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 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.

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 will result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-45, a current resume and a copy of college transcripts (for internships only) on or before the closing date of January 27, 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.

