



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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November 9, 2022 NOTICE OF JOB VACANCY #22-574

This is a repost of vacancy announcements #22-361; previous applicants need not reapply.

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

TITLE: Special Services (Hourly Investigator)

SALARY: \$34.77 to \$49.32

LOCATION: Office of Public Integrity & Accountability
Integrity Bureau North
Conviction Review Unit
240 Cedar Knolls Road
Cedar Knolls, NJ

OR

Office of Public Integrity & Accountability
Integrity Bureau Central
Conviction Review Unit
25 Market Street
Trenton, NJ

Statewide travel required for work responsibilities.

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

ANTICIPATED DURATION: Two (2) Years

DUTIES: Under the general supervision of the Director of the Conviction Review Unit (CRU) or other supervisory official in OPIA, conducts work relating to reviewing claims of actual innocence received from individuals convicted of crime; reviews applications submitted by convicted persons, examining investigative and prosecutorial files, and gathering any other documentary evidence needed to decide whether a case involves a need for post-conviction DNA testing and whether the claim should be reinvestigated; plans, organizes and conducts thorough criminal investigations in order to identify plausible allegations of actual innocence; handles all aspects of re-investigation of matters involving a need for post-conviction DNA testing, including but not limited to conducting pre-submission conference with forensic scientists, conducting evidence searches, submitting items for forensic DNA and other testing to the State Police DNA laboratory, and identifying private laboratories for appropriate testing when particular tests are not available at the State Laboratory; conducts victim survivor outreach together with legal staff and family liaison consistent with CRU policies and procedures; 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 with prior criminal law or law enforcement experience.

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.

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 #22-574 with desired location preference, copy of college transcripts (for internship substitutions only) and a current resume on or before the closing date of November 23, 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.

