



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
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

November 15, 2022 NOTICE OF JOB VACANCY #22-599

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, 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 of Criminal Justice
Records and Identification Unit
25 Market Street, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under general supervision of a supervisory official in the Records and Identification Unit, Division of Criminal Justice ("the Division"), reviews complaints received from the public, law enforcement agencies, or partner agencies and provides timely investigative follow-up and response; investigates information on applications and other documents; assists with background checks, such as credit history, financial assets, or criminal history records; performs confidential and sensitive investigative activities or specialized investigations; reviews, coordinates, and responds to time-sensitive referrals and complaints via mail, in-person contacts, telephone calls, or through designated tip lines; conducts administrative searches; examines records, documents, or other official recorded material; provides technological, and internet/intranet support services; serves as the Division's database manager for Lexis Nexis, Promis Gavel, TLOxp, CLEAR, ACS, ATS, and other programs; serves as the agency liaison for NJ Learn; provides assistance and administrative and technical support to investigative units; works in a variety of databases and with computer software to further investigations; works collaboratively with attorneys, detectives, staff, and various partner agencies; assists with special projects for the Division; and performs; performs other related work 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: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with a demonstrated ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; and who have knowledge and experience with criminal justice processes and related systems.

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 disqualification.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-599, a copy of college transcripts (for internship substitutions only) and current resume on or before the closing date of November 29, 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.

