



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 23, 2023
NOTICE OF JOB VACANCY
#23-339

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

TITLE: Supervising Investigator, Law and Public Safety

SALARY: \$83,619.58 to \$119,250.94

LOCATION: [Division of Criminal Justice](#)
Litigation Support
Trenton, Cherry Hill, or Whippany, NJ
Statewide travel required for work responsibilities.

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

DUTIES: Under direction of a supervisory official in the Division of Criminal Justice, Department of Law and Public Safety, plans, organizes, and supervises investigative teams or specialized investigations; reviews records, files, financial statements, and other transactions to determine compliance with criminal laws; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; performs a variety of investigative functions necessary to support case preparation and development, all the way through trial; reviews discovery, records, files, and other media; leads and participates in the review and analysis of data, information, and evidence collected from all aspects of criminal investigations; leads litigation planning; performs review of Body Worn Camera (BWC) footage; prepares discovery packages; coordinates and prepares documents, reports, summaries, correspondence, memoranda and other case-related materials needed for litigation; assists in managing case files and organizing the team's work flow; coordinates discovery; performs and oversees trial preparation, including preparation of trial technology and trial exhibits; works closely with attorneys and detectives in case development and preparation; attends and actively assists during court proceedings and trials throughout the State; works with Sanction and other trial presentation software; prepares, reviews and syncs transcripts; sets up trial technology and equipment; provides technical guidance for digital case management, using analytic tools and systems; provides assistance and administrative and technical support to investigative units and trial teams; works in a variety of databases and with various computer software to further investigations and for litigation; trains teams on various litigation support; performs other related duties as required or needed. This position may require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/33859.htm>.

REQUIREMENTS

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

EXPERIENCE: Five (5) 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** Five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** One (1) year of the five (5) years of experience shall have been in a team leader or lead investigator capacity.

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, Law, or a related field may be substituted for one (1) year of the non-supervisory experience.

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

PREFERENCE: Preference will be given to candidates with extensive experience with the criminal justice system, specifically related to litigation support and trial preparation experience, inclusive of experience attending and assisting at court events; demonstrated ability to work with technology and software related to investigations, prosecutions, litigation support, and trial presentation; knowledge and ability to review and redact Body Worn Camera and similar footage; transcription experience; exceptional organization and time management skills; training experience; and demonstrated ability to work independently.

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 its U.S. equivalency prior to the closing date. Failure to do so may result in disqualification.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-339 with desired location preference and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **June 6, 2023**.

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.

