



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

September 18, 2023 NOTICE OF JOB VACANCY #23-540

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements specified below:

TITLE: Special Investigator, Law and Public Safety
SALARY: \$110,000.00
LOCATION: [Office of Public Integrity & Accountability](#)
Conviction Review Unit
Cherry Hill, NJ
Statewide travel required for work responsibilities

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Executive Director, Office of Public Integrity and Accountability (OPIA), the Director of the Conviction Review Unit or other supervisory official within the Department of Law and Public Safety, plans, organizes and conducts investigations relating to claims of actual innocence by persons convicted of felonies in New Jersey State courts; ability to accurately track and analyze data as per Attorney General's Guidelines; prepares reports and memoranda; utilizes various computer databases and software applications including Word, Excel, Access, Outlook, OneDrive and SharePoint; proficiency with search internet engines, including the Criminal Justice Information System; performs other work as required. This position may also 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.

REQUIREMENTS

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

EXPERIENCE: Four (4) 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** Four (4) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Four (4) 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 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 who have demonstrated knowledge and/or experience with homicide investigations and/or complex investigations; Title 2C; investigative techniques; law enforcement operations and procedures on local, state and national levels; procedures governing rules of evidence and chain of custody; ability to learn and apply training principles and techniques; compliance with DCJ Standard Operating Procedures and Attorney General Guidelines and Directives; ability to identify and pursue potential investigative areas; excellent oral and written communication skills; ability to make decisions and determine what decisions should be referred to supervisors; and ability to show good judgement when exercising powers of arrest, charging decisions and interactions with DCJ management, staff and partnering agencies.

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.

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 #23-540 with a copy of college transcripts (for internship substitutions only) and current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **October 2, 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.

