



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### January 31, 2023 NOTICE OF JOB VACANCY #23-54

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

**TITLE:** Special Investigator, Law and Public Safety  
**SALARY:** \$90,000.00 to \$120,000.00  
**LOCATION:** Division of Criminal Justice  
Office of Securities Fraud and Financial Crimes Prosecutions  
Newark **OR** Whippany, NJ  
(Statewide travel between offices required for work responsibilities)

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the direction and supervision of the Director or Chief of Detectives in the Division of Criminal Justice (the Division); Legal Chief or Deputy Chief of Detectives in the Office of Securities Fraud and Financial Crimes Prosecutions (the Office) or other executive officers or supervisory officials in the Office or Division, conducts investigations of individuals and organizations that may be responsible for engaging in significant securities fraud and financial fraud schemes in violation of New Jersey laws; interfaces with law enforcement and other government officials to collaborate and gather information; synthesizes and analyzes relevant data and trends; reviews records, files, financial statements, and correspondence to determine compliance with applicable laws, rules and regulations; conducts interviews; performs detailed analyses of financial information, including financial accounts, accounting books and records, financial statements and other seized or subpoenaed documentary evidence; this position will reconcile financial records with tax returns; prepares for and elicits testimony of cooperating and reluctant witnesses, as well as informant sources, to establish evidence of criminal culpability; and must be capable of applying a myriad of investigative techniques, including surveillance, undercover operations, and consensual monitoring to develop and corroborate evidence of alleged criminal activity. This Special Investigator prepares written reports, including reports of interviews, subpoenas, search and seizure warrant affidavits, and comprehensive reports which summarizes complex evidentiary fact patterns that will be relied upon by the prosecuting attorneys in securing criminal convictions; testifies in judicial proceedings, including grand jury proceedings, evidentiary hearings, trials, and sentencing hearings, as allowed under the law; and directs and mentors less experienced investigators in all of the above; demonstrates strong organizational and time-management skills; utilizes various computer databases and software applications, including Word, Excel, Access, Outlook, OneDrive and SharePoint; has proficiency with search engines, including the Criminal Justice Information System; and performs other related work as required. This position may also require travel between office locations and non-traditional work hours, on an as needed basis, including evenings 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 experience interfacing with financial regulators, prosecutors, or other agencies that oversee financial institutions and markets; experience performing investigations of business entities for state or federal entities; experience investigating businesses for potential fraud violations; those with experience deploying data analytics to support investigations or expertise; advanced investigative techniques; and financially related certifications and trainings.

**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 #23-54 and a copy of college transcripts (for internship substitutions only) and current resume on or before the closing date of February 14, 2023 to:*

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

**Applications submitted directly to the Division of Criminal Justice will not be considered.**

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.

