



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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ERIN ZIPPEL  
*Chief Administrative Officer*

### September 8, 2023 NOTICE OF JOB VACANCY #23-561

**This is a repost of vacancy announcement #23-381; previous applicants need to reapply.**

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements listed below:

**TITLE:** Supervising Investigator, Law and Public Safety

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

**LOCATION:** [Division of Consumer Affairs](#)  
Bureau of Securities  
153 Halsey Street, 6<sup>th</sup> Floor  
Newark, NJ 07102

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

**DUTIES:** Under direction of a Chief Investigator or other supervisory official in the Department of Law and Public Safety, plans, organizes, and supervises investigative teams or specialized investigators conducting in-depth regulatory and administrative audits and inspections of licensed premises; reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations governing consumer protection laws; performs other confidential and sensitive civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with or violations of New Jersey state statutes, administrative codes, or Professional Rules of Conduct, or consumer protection laws; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; performs other related duties as required. 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 only if the operation of a vehicle, rather than employee mobility, is required to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates with a Juris Doctorate degree and/or candidate with experience in a compliance role at a financial institution, bank, broker-dealer, insurance companies, and/or investment adviser; or at a law firm representing financial institutions, banks, broker-dealers, insurance companies, and/or investment advisers.

**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](mailto: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 #23-561, copy of college transcripts (for internship substitutions only) and a current resume to the Recruitment Coordinator at [Recruit@dca.njoag.gov](mailto:Recruit@dca.njoag.gov) on or before the closing date of **September 22, 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.

