



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

January 19, 2024 NOTICE OF JOB VACANCY #24-031

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

TITLE: Investigator 3, Law and Public Safety
SALARY: \$65,748.43 to \$93,268.09
LOCATION: [Office of Public Integrity & Accountability](#)
Sensitive Investigations Unit
Trenton, NJ
(Statewide travel required for work responsibilities.)

NUMBER OF POSITIONS AVAILABLE: Three (3)

DUTIES: Under the general supervision of the Director of the Office of Public Integrity and Accountability (OPIA), Counsel to the Director, and Chief of Detectives, the Investigator 3 will perform a variety of investigative functions necessary to support investigations, including background and/or misconduct investigations. The Investigator 3 participates in the review and analysis of data, information, and evidence collected from all aspects of investigations; prepares documents, reports, summaries, correspondence, memoranda and other case-related materials; assists in conducting audits of office procedures, finances, files, confidential informants, complaints, and evidence handling; performs review of Body Worn Camera (BWC) footage; assists in managing case files and organizing the team's work flow; works with a variety of databases and with various computer software to further investigations; performs other related duties as required or needed to support the assigned Unit. 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.

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 who have extensive criminal justice experience; experience working for or with Law Enforcement Organizations; demonstrated ability to work with technology and software related to investigations; experience coordinating with prosecutors and law enforcement; a demonstrated ability to work effectively with a broad cross-section of stakeholders; and exceptional organization and time management skills.

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 below. For more information on the SAME Program visit email: CSC-Same@csc.nj.gov, or call CSC at 609-292-4144, option 3.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-031, 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 **February 19, 2024**.

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.

