



## State of New Jersey

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

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*Lt. Governor*

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ERIN ZIPPEL  
*Chief Administrative Officer*

April 24, 2024  
**NOTICE OF JOB VACANCY**  
**#24-188**

**This is a repost of vacancy announcement #23-636; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, 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 the Insurance Fraud Prosecutor](#)  
CLASS Unit  
25 Market Street  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of the Bureau Chief and Assistant Bureau Chief, CLASS Unit, conducts complex insurance fraud investigations for violations of various NJ criminal and/or civil statutes and regulations based on allegations of auto, property, casualty, life, worker's compensation and/or medical fraud with limited supervision. Additionally, they investigate allegations of negligence, incompetence, misrepresentation, or misconduct by licensed individuals, organizations, service providers, or other agencies. The types of documents reviewed include financial records/statements, police reports, applications, claims data/files, medical records/reports, surveillance videos, examinations under oath, etc. Cases are also generated via the Office of Insurance Fraud Prosecutor's hotline and online reporting system. All telephonic or electronic complaints received from the general public are recorded and are opened for further investigation. Public tips are developed through follow-up calls and emails to obtain statements from complainants. Database checks are performed and follow-up with appropriate State agencies or insurance companies is made. A report is provided to the supervisor summarizing the alleged insurance fraud and whether or not the case warrants criminal investigation. OIFP Investigators attend industry trainings and other professional development courses on a monthly or quarterly basis. OIFP Investigators assist with special projects and can be assigned to criminal investigations when needed. Performs other related duties as required.

### **REQUIREMENTS**

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports. **OR** Seven (7) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations. **OR** Seven (7) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

### **OR**

Possession of a bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

### **OR**

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field; and two (2) years of the above-mentioned professional experience.

**NOTE:** 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.

**NOTE:** "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**LICENSE:** Appointees 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 necessary to perform the essential duties of the position.

**PREFERENCE:** The preferred candidate will have prior experience with financial fraud and/or insurance fraud investigations.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

**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 please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

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 submit a cover letter indicating interest in job vacancy announcement #24-188, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via [jobs@njoag.gov](mailto:jobs@njoag.gov) on before the closing date of **May 8, 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.

