



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

May 10, 2023 NOTICE OF JOB VACANCY #24-206

Opportunities currently exist 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 2, Law and Public Safety

SALARY: \$57,420.37 to \$81,196.66

LOCATIONS: [Office of the Insurance Fraud Prosecutor](#)
Medicaid Fraud Control Unit
Trenton, NJ (*1 Vacancy*), AND Cherry Hill, NJ (*1 Vacancy*) AND Whippany (*1 Vacancy*), NJ

NUMBER OF POSITIONS AVAILABLE: Three (3) – location preference required.

DUTIES: Under limited supervision of the Bureau Chief and Assistant Bureau Chief of the Medicaid Fraud Control Unit, provides analytical support throughout all stages of criminal investigation and trial, including, but not limited to, the following: identifying, examining, and analyzing financial data; employing data mining techniques, when applicable; using appropriate software programs to develop queries and prepare reports that clearly and accurately summarize data and provide written and/or demonstrative analytical work products to investigative teams; reviewing and analyzing financial records, claims data, and other types of evidence collected during the course of investigations; using data repositories to further support the analysis; performing analytical techniques including association, event flow, commodity flow, financial, time series, telephone toll, and statistical analyses, as needed; creating written and/or demonstrative reports of analyses for use by detectives and Deputy Attorneys General (DAsG); preparing tables, graphs, charts, flow diagrams, and free form charts using software programs (IBM i2 Analyst's Notebook, Excel, etc.); synopsisizing all data in a concise and accurate manner, relevant to a detective/DAG request; working with detectives and DAsG to assist in the development of investigative plans, subpoenas, and affidavits; and assisting in processing of hotline cases and development of additional information for same via various database checks (ISO, Dept. of Labor, CLEAR, etc.); 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.

Six (6) 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

Six (6) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

OR

Six (6) 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 two (2) 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 one (1) year 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.

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

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.

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 #24-206 with your desired location preference, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (if applicable) to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **June 10, 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.

