



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

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

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*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

May 14, 2024

### NOTICE OF JOB VACANCY #24-222

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety for current Division of Alcoholic Beverage Control employees who meet the requirements specified below:

**TITLE:** Investigator 4, Law and Public Safety  
**SALARY:** \$75,386.19 to \$107,247.18  
**LOCATION:** [Division of Alcoholic Beverage Control](#)  
Investigations Bureau  
140 East Front Street, Trenton, NJ 08625  
(*Statewide travel required for work responsibilities.*)

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

**DUTIES:** Under direction of the Chief Investigator or Supervising Investigator in the Division of Alcoholic Beverage Control (ABC), conducts the most complex investigations cases under ABC's Title 33 statutes and regulations. The Investigator 4 facilitates interviews, acts as a team lead to, and trains, lower-level investigators. The position requires working with the public, handling undercover operations, performing surveillance, crafting, reviewing, and modifying detailed investigative reports and financial statements. The selected candidate will also work with licensees, legal staff, outside counsel, municipalities, police, and ABC internal and external staff on matters specifically related to Title 33 statutes and regulations and the enforcement of the regulations promulgated thereunder. The Investigator 4 also makes recommendations for both short term and long-range enforcement and investigation plans for licensees suspected of engaging in alleged illegal activities. Additionally, this position may, on occasion, require non-traditional work hours or on an as needed basis, including weekends or short deadlines for certain assignments during peak seasons, without advance notice. 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.

Eight (8) 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**

Eight (8) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

**OR**

Eight (8) 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 four (4) 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 three (3) 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:** Appointee will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates with a knowledge of investigative report writing, finance and/or bookkeeping and/or accounting.

**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.

**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 #24-222, 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](mailto:jobs@njoag.gov) on or before the closing date of **May 28, 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.

