



State of New Jersey

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Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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May 16, 2024
NOTICE OF JOB VACANCY
#24-235

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention & Victim Assistance, for applicants who meet the requirements listed below:

TITLE: Supervising Investigator, Law and Public Safety

SALARY: \$86,546.27 to \$123,424.67

LOCATION: [Division of Violence Intervention & Victim Assistance](#)
Victims of Crimes Compensation Office - Investigations Unit
140 East Front Street
Trenton, NJ 08608

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Chief of Investigations, supervises three line investigators in daily operations, attendance, and conducting investigations related to reimbursement requests for various compensable claims, including the preparation of investigative reports and the review and approval of recommendations made by the investigative team; supervises staff, assigns work and evaluates performance; 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.

Nine (9) 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, one (1) year of which shall have been in a team leader, or lead investigator capacity.

OR

Nine (9) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations, one (1) year of which shall have been in a team leader, or lead investigator capacity.

OR

Nine (9) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest, one (1) year of which shall have been in a team leader, or lead investigator capacity.

OR

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, one (1) year of which shall have been in a team leader, or lead investigator capacity.

OR

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a team leader, or lead investigator capacity.

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 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 experience working in the fields of anti-violence, social justice, victims'/survivors' rights, and/or trauma-informed services.

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 #24-235, 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 16, 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.

