



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

April 2, 2025

### NOTICE OF JOB VACANCY

#25-077

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, New Jersey Racing Commission, for applicants who meet the requirements listed below:

**TITLE:** State Investigator Trainee, Law and Public Safety

**SALARY:** \$54,351.06

**LOCATION:** [New Jersey Racing Commission](#)

Meadowlands Racetrack

And

Monmouth Park Racetrack

1 Racetrack Drive

175 Oceanport Avenue

East Rutherford, NJ 07073

Oceanport, NJ 07757

*Travel to various Racetracks, off-track wagering facilities, farms, and other sites throughout the State of New Jersey is required for work responsibilities.*

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

**DUTIES:** Under direct supervision of the Administrator of Investigations or another supervisory investigator in the New Jersey Racing Commission ("NJRC"), a State Investigator Trainee will learn how to investigate and gather information/intelligence relevant to individuals and entities active in the New Jersey horse racing industry in order to determine compliance with NJRC statutes, rules, and regulations. Will obtain certification to administer breathalyzer testing. Will learn how to conduct field investigations and interviews to collect information and statements; gather, analyze and document evidence and records; prepare detailed narrative investigative reports; serve as a liaison with federal, state, and local government agencies; and organize and maintain case files and fingerprint records. Will learn how to conduct routine inspections of off-track stabling facilities to assess their suitability for initial and continued licensure under NJRC regulations and how to do other related duties as required. This position may require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments, without advance notice.

#### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred, and the type of degree awarded. Failure to submit final unofficial transcripts with your resume will result in disqualification from consideration. Matriculating students cannot be considered.*

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey.

**PREFERENCE:** Preference will be given to candidates with prior experience in the horse racing industry.

**ADVANCEMENT:** On the successful completion of the 12-month training period, appointees will be eligible for advancement to the title State Investigator 1, Law and Public Safety, in accordance with Civil Service Commission procedures. *The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

**SAME APPLICANTS:** If you are applying under the NJ "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 visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-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 #25-077, a current resume, and a copy of your final unofficial transcripts and/or foreign degree evaluation (required of all applicants), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 2, 2025**. Applications will not be accepted via email.

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.

