



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2026 - 089 - S	ISSUE DATE: July 7, 2026	CLOSING DATE: August 6, 2026
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TITLE: Special Agent Trainee	OPEN TO: State Wide (all Departments/State Employees)
DIVISION: Taxation	TITLE CODE: 51342 RANGE: FA95
UNIT: Office of Criminal Investigation	WORKWEEK: NE (35 hours)
LOCATION: 3 John Fitch Way Trenton, NJ	SALARY RANGE: \$68,381.11 - \$71,668.13

JOB DESCRIPTION

The New Jersey Department of Treasury, Division of Taxation, Office of Criminal Investigation is seeking a Special Agent Trainee. Under direction of the Chief or other supervisory official, in the Department of the Treasury, as a trainee and productive worker, learns to conduct intra and interstate investigative functions related to criminal and civil violations of New Jersey tax laws administered by the Division of Taxation; under close supervision, learns to recommend the initiation of legal proceedings against violators and assists in the preparation of legal documentation and presentment of evidence for prosecution in criminal and civil proceedings; does other related duties.

Participates in undercover investigations and/or surveillance of limited complexity where violations of criminal and civil statutes of tax law are suspected. Develops and maintains the cooperation of other law enforcement agencies in the investigation, apprehension, and prosecution of tax law violators. Participates in legal determinations regarding preparation of affidavits for search and seizure warrants and related documents involving apprehension and arrest procedures. Collects and maintains evidence related to investigations of tax law violations, and writing of affidavits for search warrants to obtain evidence of tax fraud. Prepares investigative reports and related documentation according to directives from the Attorney General's Office and/or the courts and/or management. Appears at administrative, criminal, and civil proceedings as a witness and/or complainant and presents evidence as required for cases involving but not limited to the following tax types: sales tax, income tax, corporation business tax, cigarette tax, tobacco products tax, motor fuels tax. Make arrests and seizures as provided by law. Prepares clear, and informative reports of investigation activities containing findings, conclusions, and recommendations.

Special Agent Trainees will conduct cigarette compliance inspections of New Jersey businesses. During these inspections they will determine compliance with New Jersey tax statutes, seize untaxed products, and file criminal charges for any found violations. Analyze various financial records and compare them to tax filings. Determine tax liabilities for various tax types and write comprehensive investigative reports that detail unreported tax liabilities that will be used in criminal proceedings. Conduct motor fuel inspections. During fuel inspections, Special Agent Trainees will direct vehicles to a specified location where they will draw diesel fuel samples. These samples will then be tested to determine if the vehicle is using untaxed diesel fuel. Perform security functions for the division, this includes attending business seizures to ensure division personnel are safe when dealing with potentially combative taxpayers. Report for security details for division events and assist with employee separations.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management and/or in the Department's Alternate Workweek Program (AWP), which offers eligible employees alternative work hours and schedules to facilitate a more vital work-life balance. The AWP does not change the number of hours worked per pay period; however, it allows for a varied distribution of work hours during the week to grant an additional day or half-day(s) off, as approved by management. Details will be made available throughout the interview process. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, paid holidays, Pension, supplemental pension plan options, and tax saving programs. For more information regarding the New Jersey State Health Benefits Program (SHBP) and Public Employees' Retirement System of New Jersey (PERS) plan offerings, eligibility requirements, and enrollment, please visit the New Jersey Division of Pensions and Benefits website at <https://www.nj.gov/treasury/pensions/>. Please refer to the **Active Employees** section on the home page.



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POSITION REQUIREMENTS

Education & Experience:

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. Four (4) years of professional experience conducting investigations, collecting evidence, and/or preparing investigative reports related to criminal and/or civil matters involving fraud, misrepresentation, or other acts of criminal and/or civil misconduct, or as a police officer performing criminal follow-up investigations (not preliminary investigations).

-OR-

Possession of a Bachelor's degree from an accredited college or university.

Note:

"Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

Note:

Appointees to the title of Special Agent Trainee will be required to satisfactorily complete all training courses mandated by the Police Training Commission (PTC), including the completion of instruction in the proper use of firearms during the Trainee period. Failure to satisfactorily complete the course is considered cause for separation.

Note:

Candidates certified from the eligible list for this title will be required to undergo medical and psychological examinations administered by the appointing authority. Any psychological, medical or physical condition or defect which would prevent efficient performance of the duties of the position, cause the appointee to be a hazard to himself/herself or others, or become aggravated as a result of performance of these duties, will be cause for rejection and/or removal from the eligible list.

License:

Appointee will be required to possess a driver's license valid in New Jersey in order to perform the essential duties of the position.

IMPORTANT NOTES

Open to the following:

Open to full-time employees who have permanent status in a competitive title and who meet the requirements listed above. Appointments resulting from this posting will be made in accordance with Civil Services rules and regulations and may result in a forfeiture of rights to any promotional lists in the former office/unit.



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GENERAL INFORMATION

Vacancy Notice:

This is not a promotional announcement. Appointment(s) resulting from this posting will be made in accordance with Civil Service Commission rules and regulations.

Foreign Degrees:

Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense and must be included in your application submission by the closing date.

Residency:

In accordance with the New Jersey First Act, P.L. 2011, c.70, requires all employees to reside in the State of New Jersey, unless otherwise exempted under the law. If you do not live in New Jersey, you have one year from the date of appointment to relocate and maintain residence in New Jersey. For more information, visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

Work Authorization:

Selected candidates must be authorized to work within the United States in accordance with United States Citizenship and Immigration Services and the Department of Homeland Security regulations. The State of New Jersey does not permit nor provide sponsorships. Individuals on student visas such as F1, J1, CPT, OPT, CPT, and H1B visas are not eligible for employment.

INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed below in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

If you are qualified, please submit the documents listed below by 5:00 p.m. on August 6, 2026:

- Cover letter/Letter of interest
- Resume
- Proof of degree (unofficial transcript reflecting the date the degree was awarded or copy of diploma)

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the “**2026-089-S Special Agent Trainee**” in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

Antoinette Sargent/sd
Antoinette Sargent, Human Resource Officer

The State of New Jersey is an Equal Opportunity Employer