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GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ADMINISTRATOR

November 1, 2017
NOTICE OF JOB VACANCY
#17-255

An opportunity currently exists in the unclassified service within the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Investigator Trainee, Law & Public Safety
SALARY: \$40,821.93
LOCATION: Division of Criminal Justice
Combined DNA Index System (CODIS) Compliance Unit
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a Supervising Investigator, Detective, CODIS Manager or other supervisory official in the Department of Law and Public Safety, Division of Criminal Justice, as a trainee and productive worker will learn the process of reviewing records, files, statements, and submissions to determine compliance with statutes, rules, and regulations governing CODIS, DNA and fingerprinting; will learn how to conduct, under close supervision, civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with, or violations of, NJ statutes, administrative codes, rules and regulations; assists CODIS detective as needed; manages the unit Hits Database; will learn how to coordinate DNA collection with all probation agencies and for drug court; assists in proactive targeting of "Refusal" offenders; will be trained on preparing quarterly reports and disseminate to agencies as needed; will learn how to serve as a liaison to law enforcement and criminal justice agencies; performs data entry; assists the CODIS Compliance Unit as needed; does other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

LICENSE: Appointees 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.

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

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-255, current resume and unofficial college transcripts or copy of degree (required) before the closing date of November 15, 2017 to:

Recruitment Coordinator: LPS.Humanresources@njoag.gov **-OR-** Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

