



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Administrator

March 13, 2018
NOTICE OF JOB VACANCY
#18-28

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

TITLE: Investigator 1, Law & Public Safety

SALARY: \$45,053.25 to \$63,537.63

LOCATION: Division of Law
Litigation Practice Group
Trenton, New Jersey

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a Supervising Investigator, Deputy Attorneys General, or other supervisory official within the Division of Law, provides investigative services to Deputy Attorneys General; duties will include both office and field responsibilities; reviews, analyzes, and interprets information obtained from parties to litigation, public records, or other sources; assists with investigations and pursues leads developed from records, witnesses, informants, or other sources to obtain evidence; interviews complainants, principals, witnesses, parties, and other persons with relevant information and prepares reports documenting all interviews; obtains, secures and preserves evidence; prepares clear and concise investigative reports containing findings, conclusions, and recommendations regarding all investigative activities; testifies for the State in formal hearings and/or court proceedings, as directed; schedules and prioritizes work effectively and efficiently; attends meetings with Deputy Attorneys General and other staff to brief on investigative activities; performs other duties as required.

REQUIREMENTS

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

EXPERIENCE: One (1) year of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, or surveillance activity; including the preparation of investigative reports; **OR** One (1) year of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** One (1) year of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with each year of experience being equivalent to thirty (30) semester hour credits.

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. **Please submit a copy of your transcripts to be eligible for the internship substitution.** Internships cannot be considered without receiving a copy of your transcript.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or other related field may be substituted for one (1) year of the non-supervisory experience.

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 necessary to perform the essential duties of the position.

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 #18-28, current resume and copy of college transcripts, if applicable, before the closing date of March 27, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
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.

