



State of New Jersey

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Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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January 11, 2019
NOTICE OF JOB VACANCY
#19-03

Promotional opportunities currently exist in the unclassified service with the Department of Law & Public Safety for current Division on Civil Rights employees currently serving in the Investigator 1, Law and Public Safety title and who meet the requirements specified below:

- TITLE: Investigator 2, Law & Public Safety
SALARY: \$51,253.67 to \$72,476.48
LOCATION: Division on Civil Rights
Housing Unit (Trenton or Newark - One (1) vacancy)
Employment Unit (Trenton - One (1) vacancy)
Employment Unit (Atlantic City, Cherry Hill, or Newark - One (1) vacancy)

NUMBER OF POSITIONS AVAILABLE: Three (3) vacancies as indicated above.

DUTIES: Under direction of a supervising investigator and guidance from a legal specialist, investigates alleged violations of the New Jersey Law against Discrimination and the New Jersey Family Leave Act, and promptly drafts case dispositions, including in particularly complex and sensitive investigations. This includes, obtaining, reviewing, analyzing, and interpreting information from parties, public records, or other sources; interviewing parties and witnesses to obtain information and evidence and preparing summaries of same; preparing clear and concise case disposition reports (findings of probable cause and no probable cause) containing summaries of the investigation and a complete analysis of the relevant legal claims; responding to intake calls and conducting intake screening interviews and drafting complaints and intake packages; testifying for the State in formal and informal hearings and/or proceedings, as needed; participating in external trainings and community outreach activities; attending meetings with Division and/or Departmental staff; performs other duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports; OR Two (2) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; OR Two (2) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above with on a year-for-year basis.

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: A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or a 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 #19-03, a current resume, and a writing sample (preferably a case disposition report) unedited by others, on or before the closing date of January 25, 2019 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.

