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February 7, 2019
AMENDED NOTICE OF JOB VACANCY
#19-51

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

TITLE: Investigator 1, Law & Public Safety
SALARY: \$46,873.41 to \$66,104.43
LOCATION: Division on Civil Rights
140 East Front Street, 6th Floor or Division on Civil Rights
Trenton, New Jersey 08625 31 Clinton St., 3rd Floor
Newark, New Jersey 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of a Supervising Investigator or under the guidance of an Investigator 4 or other supervisory official in the Department of Law and Public Safety, Division on Civil Rights, investigates alleged civil rights violations, including violations of the New Jersey Law against Discrimination and the New Jersey Family Leave Act. This includes obtaining, reviewing, and analyzing information from parties, public records, or other sources and preparing summaries of relevant information obtained from same; interviewing parties and witnesses to obtain information and evidence and preparing summaries of relevant information obtained from same; preparing clear, concise summaries of the investigation; responding to intake calls, conducting intake screening interviews, and drafting complaints and intake packages as needed; testifying for the State in formal and informal hearings and/or proceedings, as needed; attending meetings with Division and/ or Department staff; 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.

PREFERENCE: Preference will be given to applicants who are able to read, write, speak, understand, communicate, translate and transcribe audio and/or video statements in Spanish and English sufficiently to perform the duties of this position. Please indicate your bilingual abilities in your cover letter or email when applying.

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 #19-51 and location preference, a writing sample unedited by others, a current resume, and college transcripts, if applicable, on or before the closing date of February 21, 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.

