



# NEW JERSEY DEPARTMENT OF THE TREASURY

## NOTICE OF VACANCY

<b>POSTING #:</b> 2024 - 065 - S	<b>ISSUE DATE:</b> April 22, 2024	<b>CLOSING DATE:</b> May 6, 2024
<b>TITLE:</b> Investigator 3	<b>OPEN TO:</b> State Wide (all Departments/State Employees)	
<b>DIVISION:</b> Cannabis Regulatory Commission	<b>TITLE CODE:</b> 56774	<b>RANGE:</b> R25
<b>UNIT:</b> Office of Compliance and Investigations	<b>WORKWEEK:</b> NE (35 hours)	
<b>LOCATION:</b> 50 Barrack Street, Trenton, New Jersey	<b>SALARY RANGE:</b> \$ 72,014.33 - \$102,361.07	

### JOB DESCRIPTION

The New Jersey Cannabis Regulatory Commission, Office of Compliance and Investigations is seeking an Investigator 3. Under the direction of the Director of the Office of Compliance, Investigations, and Licensing or its designee, supervises a team of lower level investigators in the performance of work relevant to allegations of fraud, negligence, misrepresentation, misconduct, or abuse/neglect by the entity, industry representatives, licensed/certified professionals authorized vendors, etc. Performs investigative work involving the more complex and sensitive cases. Supervise the review of criminal history record information from verifiable sources and takes the lead in performing follow-up investigations to determine the eligibility of applicants and as well as new and existing employees. Develops and implements methods of investigation to ensure compliance with applicable statues and regulations while organizing work assignments of subordinates and provides instructions. Examines and analyzes reports of investigations filed by subordinate investigates. Supervise the collection of product samples and facilitating the testing of products: regulating third-party laboratories that are licensed by the Commission to provide testing services. May be required to perform other related duties.

The standard workweek is Monday through Friday. This position **may** be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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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.

Seven (7) years of professional office and/or professional field experience conducting investigations, collecting evidence, and preparing investigative reports related to criminal, civil, or regulatory matters involving fraud, misrepresentation, or other acts of criminal 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; and three (3) years of the above-mentioned professional experience.

**-OR-**

Possession of a master's degree in Public Administration, Business Administration, Social Work, or Criminal Justice; and two (2) years of the above-mentioned professional experience

**Note:**

"Professional Experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**License:**

Appointee will be required to possess a driver's license valid in New Jersey in order to perform 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 in accordance with Civil Service Commission rules and regulations.

**SAME Applicants:**

Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**Veteran's Preference:**

Veterans must provide proof of New Jersey Veteran's Preference with their initial application by including a copy of their New Jersey Civil Service Commission Notification of Veteran's Status. For more information, please visit: <http://www.state.nj.us/csc/seekers/veterans>.

**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. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.

**Residency:**

In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

**Work Authorization:**

Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, OPT, or H1B visas are not eligible for employment.

## INSTRUCTIONS TO APPLY

Submissions must be received timely to the email address listed above 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 May 6, 2024:**

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

**Treasury Employment Recruiter**

Email address: [EmploymentRecruiter@treas.nj.gov](mailto:EmploymentRecruiter@treas.nj.gov)

(Please list the "2024- 065 - S CRC Investigator 3" in the Subject Line)

THIS POSTING IS AUTHORIZED BY:

*Antoinette Sargent (nr)*

Antoinette Sargent, Human Resource Officer

*The State of New Jersey is an Equal Opportunity Employer*