



## State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE  
ADMINISTRATION  
PO Box 325  
TRENTON, NJ 08625-0325

PHILIP MURPHY  
Governor

JUSTIN ZIMMERMAN  
Commissioner

TAHESHA L. WAY  
Lt. Governor

TEL (609) 292-7272  
FAX (609) 984-1210

ILA BHATNAGAR  
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                                   |              |                    |
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| POSTING NUMBER                   | 2025-BIA-019                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | OPENING DATE                  | September 10, 2025                | CLOSING DATE | September 24, 2025 |
| TITLE & TITLE CODE IF APPLICABLE | Title: Investigator Trainee<br>Title Code: 56788                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                   |              |                    |
| UNIT & LOCATION                  | Consumer Protection Services<br>Consumer Inquiry Response Center and<br>Consumer Assistance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TITLE RANGE &<br>SALARY RANGE | P 95<br>\$53,807.27 - \$56,253.35 |              |                    |
|                                  | Mary Roebling Building<br>20 W. State Street<br>Trenton, New Jersey                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | STARTING SALARY               | \$53,807.27                       |              |                    |
| OPEN TO                          | General Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                               |                                   |              |                    |
| TITLE DESCRIPTION                | Under the close supervision of a Supervisor of Investigations, or other supervisory official in a State department, institution or agency, as a trainee and productive worker, learns to perform routine office and/or field duties to investigate alleged non-compliance with State statutes and regulatory requirements; does other related duties as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                   |              |                    |
| EXPERIENCE REQUIREMENTS          | 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.<br><br>Four (4) years of professional experience relevant to the position.<br><br>Note: Please refer to the Advancement section located at the bottom of this title specification for a comprehensive list of approved journeyman titles connected to this trainee title. Experience must be related to the journeyman title associated with the position.<br><br>OR<br><br>Possession of a bachelor's degree from an accredited college or university.<br><br>Note: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions. |                               |                                   |              |                    |
| ADVANCEMENT                      | Appointees who successfully complete the twelve (12) month training period will be eligible for advancement to the title of Investigator 1 in accordance with the New Jersey Civil Service Commission procedures.<br><br>The inability of an employee in this trainee title to attain a level of performance warranting advancement to the titles listed above shall be considered as cause for separation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                   |              |                    |
| LICENSE REQUIREMENTS             | A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF A DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                                   |              |                    |

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| <b>RESIDENCY<br/>REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>The “New Jersey First Act,” <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</a> effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following:</p> <p>Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>GENERAL<br/>INFORMATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p><b><u>Medical Accommodation Requests:</u></b> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department’s ADA/Medical Accommodations Coordinator, Lisa Clapp, at <a href="mailto:lisa.clapp@dob.nj.gov">lisa.clapp@dob.nj.gov</a> or (609) 940-7337, for assistance.</p> <p><b><u>Telework:</u></b> This position may be eligible to participate in the Department’s pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department’s Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.</p> <p><b><u>Benefits:</u></b> For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department’s Human Resources Office at the email address provided below.</p> <p><b><u>Hours of Work:</u></b> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws.</p> <p><b><u>State as a Model Employer (“SAME”) Applicants:</u></b> If you are applying for this position under the State of New Jersey’s SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission’s (“CSC”) website at: <a href="https://nj.gov/csc/same/overview/index.shtml">Civil Service Commission   Overview (https://nj.gov/csc/same/overview/index.shtml)</a>, and for any questions regarding the SAME program, please contact CSC by email: <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or by phone at: 609-292-4144, “option 3”.</p> |
| <b>APPLICATION INSTRUCTIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p>Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references’ names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance’s Human Resources Office at <a href="mailto:Recruitment_hiring@dob.nj.gov">Recruitment_hiring@dob.nj.gov</a>, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.