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State of New Jersey
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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GURBIR S. GREWAL
Attorney General

August 28, 2019
NOTICE OF JOB VACANCY
#19-280

Opportunities 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 Trainee, Law and Public Safety

SALARY: \$42,895.85

LOCATIONS:

Division on Civil Rights
140 East Front Street
Trenton, New Jersey 08625

OR

Division on Civil Rights
31 Clinton Street, 3rd Floor
Newark, NJ 07102

Division on Civil Rights
1325 Boardwalk
Atlantic City, NJ 08401

OR

Division on Civil Rights
5 Executive Campus
Cherry Hill, NJ 08034

NUMBER OF POSITIONS AVAILABLE: TBD

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, as a trainee and productive worker receives on-the-job training in the techniques utilized to investigate alleged civil rights violations, including violations of the New Jersey Law against Discrimination and the New Jersey Family Leave Act. Training, under close supervision and direction, 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 investigations; responding to intake calls, conducting intake screening interviews, and drafting complaints and intake packages as needed; attending meetings with Division and/ or Department staff; learning other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. *Applicants must submit proof of Bachelor's degree completion to be eligible for consideration. Therefore, one of the following items must be submitted together with a resume: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which specify the date your degree was conferred and the type of degree awarded. Failure to submit one of these two items, as aforementioned, will result in disqualification from consideration. Matriculating students cannot be considered.*

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

ADVANCEMENT: On the successful completion of the 12-month training period, appointees will be eligible for advancement to the title Investigator 1, Law and Public Safety in accordance with Civil Service Commission procedures. *The inability of an employee in the trainee title to attain a level of performance warranting advancement to the title listed above shall be considered cause for separation.*

SPECIAL NOTE: Consideration will be given to applicants, at the discretion of the Department, for appointment as an Investigator 1, Law and Public Safety (\$46,873.41 to \$66,104.43) who meet the following criteria: a Bachelor's degree and one (1) year of investigatory experience, which includes responsibility for writing investigative reports; or, five (5) years of investigatory experience, which includes responsibility for writing investigative reports; or, a Juris Doctorate degree; or, a Master's degree in Criminal Justice, MPA, MBA or LL.M., or other closely related field; or, an undergraduate degree in Criminal Justice, which must have included an internship as part of the undergraduate curriculum and awarded a minimum of 3 college credits for the internship. Undergraduate transcripts are required to verify college credits earned for internships.

PREFERENCE: Preference will be given to applicants who are able to read, write, speak, understand, communicate, translate and transcribe 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 on the resume and proof of degree completion only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency when applying. Failure to do so may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #19-280 with desired location preference, a writing sample, unedited by others, a current resume and one of the following proofs of degree completion: (1) a copy of your college diploma or (2) a copy of your final unofficial transcript, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) 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.

