



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 080
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Acting Administrator

January 23, 2020
NOTICE OF JOB VACANCY
#20-10

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Investigator 3, Law and Public Safety
SALARY: \$59,861.07 to \$84,916.53
LOCATION: Division of Consumer Affairs
Office of Consumer Protection – Charities Registration Section
124 Halsey Street
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: Five (5)

DUTIES: Under supervision of a Supervising Investigator or other supervisory official in the Division of Consumer Affairs, Office of Consumer Protection, conducts in-depth regulatory and administrative audits and inspections; reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations or laws governing charitable registrations and fund raising activities of charitable organizations and other fund raising entities; conducts, under guidance of a team leader, civil and regulatory investigative activities or investigations, requiring specialized credentials or experience, to detect alleged noncompliance with or violations of state or federal laws, administrative codes, or Professional Rules of Conduct; provides investigative information and assists in the drafting of administrative orders, administrative complaints, and interpretive materials, and performs analysis of complex transactions and applicable charities laws; performs other related work as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college with a Bachelor's Degree.

EXPERIENCE: Three (3) 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 three (3) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; OR three (3) years 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 experience as indicated on a year-for-year basis.

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. A copy of your transcript indicating completion of the internship as part of your undergraduate degree program must be provided in order to meet this substitution requirement. Failure to do so may result in disqualification.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, or other related field may be substituted for one (1) year of the indicated 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to applicants with accounting, auditing or complex commercial finance experience.

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 may result in disqualification.

If qualified, please send a cover letter indicating interest in job vacancy #20-10, current resume and a copy of college transcripts (for internships only) on or before the closing date of February 6, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

