



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

### March 13, 2020 NOTICE OF JOB VACANCY #20-128

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Division of Administration, for applicants who meet the requirements specified below:

**TITLE:** Investigator 2, Law & Public Safety  
**SALARY:** \$52,278.74 to \$73,926.08  
**LOCATION:** Division of Administration  
Office of Equal Employment Opportunity  
Station Plaza Building  
Trenton, NJ, 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Office of Equal Employment Opportunity (EEO) is looking for an outstanding candidate who will be responsible for enforcing the State Anti-Discrimination Policy within the Department of Law and Public Safety.

As an Investigator 2 for the Office of Equal Employment opportunity, the chosen candidate will conduct thorough and impartial intakes with EEO complainants. They will also conduct thorough and impartial investigations of alleged violations of the State Anti-Discrimination Policy and will conduct training on the Policy as necessary. The Investigator 2 will also handle special projects or assignments as necessitated by case management or as tasked by the Director or Deputy Director.

**DUTIES:** An Investigator 2, Law and Public Safety will serve in the Civil Service title of the same name; the Civil Service definition of the position and associated duties can be found in the job specification on the Civil Service Commission website at: <https://info.csc.state.nj.us/jobspec/33856.htm>.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years 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** Two (2) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Two (2) 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. **You must 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.

**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 your ineligibility.

***If qualified, please send a cover letter indicating interest in job vacancy #20-128, a current resume and copy of college transcripts (for internship substitutions only) on or before the closing date of April 30, 2020 to:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

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.

