



## 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  
Chief Administrative Officer

### November 17, 2020 NOTICE OF JOB VACANCY #20-249

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, 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 Criminal Justice  
Police Training Commission  
Field Compliance Unit  
Trenton, NJ 08625  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under general supervision of a Supervising Investigator - Law and Public Safety, or other supervisory official in the Police Training Commission (PTC) or Division of Criminal Justice, conducts academy orientations for new recruits; travels daily to police academies throughout the State to perform regulatory audits of classes for compliance and to inspect academy facilities; vets potential satellite facilities; ensures academies are compliant with PTC standards, including Initial Certification and Re-Certification requirements; investigates recruit and citizen complaints; investigates and addresses concerns and issues raised by academy coordinators/staff; assists with academy operations and oversight in the absence of an academy director; attends PTC and Police Academy Directors Association meetings; prepares monthly reports for the PTC and other reports, as needed; performs other related duties 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.

**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 announcement #20-249, current resume and a copy of college transcripts (for internships substitutions only) on or before the closing date of December 1, 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.

