



# 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*

MATTHEW J. PLATKIN  
*Acting Attorney General*

WILLIAM H. CRANFORD  
*Chief Administrative Officer*

**June 14, 2022**  
**NOTICE OF JOB VACANCY**  
**#22-319**

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:** Special Investigator, Law and Public Safety  
**SALARY:** \$90,000 to \$120,000.00  
**LOCATION:** Division of Criminal Justice  
Financial and Cyber Crimes Bureau  
Trenton, Whippany **OR** Cherry Hill, NJ  
*Statewide travel required for work responsibilities.*

**NUMBER OF POSITIONS AVAILABLE:** Three (3). Location preference required.

**DUTIES:** Under the direction and supervision of the Director, Chief of Detectives, Deputy Chief of Detectives, or other executive officers or supervisory officials in the Division of Criminal Justice, specializes in the investigation of complex and sophisticated financially related violations of state laws including: thefts; securities related fraud; tax crimes; mortgage fraud; and embezzlement; as well as tracing funds from such activities to determine the viability of money laundering charges and civil seizures and forfeitures. The Special Investigator performs detailed analyses of financial information, including financial accounts; accounting books and records; financial statements; and other seized or subpoenaed documentary evidence. This position will be required to reconcile financial records with tax returns; prepares for and elicits testimony of cooperating and reluctant witnesses, as well as informant sources, to establish evidence of criminal culpability. The Special Investigator must be capable of applying a myriad of investigative techniques, including surveillance, undercover operations, and consensual monitoring to develop and corroborate evidence of alleged criminal activity; prepares written reports, including reports of interviews, subpoenas, search and seizure warrant affidavits and comprehensive reports which summarizes complex evidentiary fact patterns that will be relied upon by the prosecuting attorneys in securing criminal convictions; testifies in judicial proceedings, including grand jury proceedings, evidentiary hearings, trials, and sentencing hearings, as allowed under the law; and directs and mentors less experienced investigators in all of the above; demonstrates strong organizational and time-management skills; utilizes various computer databases and software applications, including Word, Excel, Access, Outlook, OneDrive and SharePoint; has proficiency with search engines, including the Criminal Justice Information System; and performs other related work as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Five (5) 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** five (5) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** five (5) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest; **AND** one (1) year of the five (5) years of experience shall have been in a team leader or lead investigator capacity.

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

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.

**PREFERENCE:** Preference will be given to applicants who have at least 15 years of experience and demonstrated knowledge and/or experience with: financial criminal investigations as detailed in the Duties section; Federal criminal code Title 18, Title 26, Title 31, and New Jersey Title 2C; advanced investigative techniques; law enforcement operations and procedures on local, state, and national levels; and procedures governing rules of evidence and chain of custody. Candidate should have the ability to learn and apply training principles and techniques; possess excellent oral and written communication skills; be able to make decisions and determine what decisions should be referred to supervisors; and must be able to show good judgment when performing the above duties and in interactions with DCJ management, staff, and partnering agencies. Financially related certifications such as CPA, CFE, or ACAMS are also preferred.

**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.

Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

***If qualified, please send a cover letter indicating interest in job vacancy announcement #22-319 with desired location preference and current resume on or before the closing date of June 28, 2022 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.

