



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

March 22, 2024 NOTICE OF JOB VACANCY #24-096

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

TITLE: Investigator 1, Law & Public Safety
SALARY: \$52,513.10 to \$74,057.84
LOCATION: [Division of Criminal Justice](#)
CODIS Compliance Unit
Richard Hughes Justice Complex, Trenton, NJ 08625
(*Statewide travel required for work responsibilities.*)

NUMBER OF POSITIONS AVAILABLE: Two (2)

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, Candidates will learn the process of reviewing records, files, statements, and submissions to determine compliance with statutes, rules, and regulations governing CODIS, DNA, and fingerprinting; will learn how to conduct, under close supervision, civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with, or violations of, New Jersey statutes, administrative codes, rules, and regulations; assists CODIS detective as needed; manages the Unit's Hits Database; will learn how to coordinate DNA collection with all probation agencies and for drug court; will be trained on preparing quarterly reports to disseminate to agencies as needed; will learn how to serve as a liaison to law enforcement and criminal justice agencies; performs data entry; assists with record keeping; performs charge verifications and DNA-collection verification; manages and analyzes data; assists with training law enforcement; assists the CODIS Compliance Unit as needed; does other related work as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

OR

Five (5) years of professional 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 professional experience in the conduct of investigative, administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

OR

Five (5) years of professional experience in the conduct of investigations for the government, the military, consumer-protection programs, public-advocacy organizations, or the public interest.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field.

NOTE: 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.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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

PREFERENCE: Preference will be given to candidates with a demonstrated knowledge and familiarity with CODIS policy and practices; ability to work effectively with a broad cross-section of stakeholders; who possess excellent organization and communications skills; experience training law enforcement; and experience auditing.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations are 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.

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #24-096, a copy of college transcripts, and current resume to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **April 5, 2024**.

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.

