



## State of New Jersey

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

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lt. Governor*

MATTHEW J. PLATKIN  
*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**March 22, 2024**  
**NOTICE OF JOB VACANCY**  
**#24-105**

An opportunity currently exists 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:** \$65,748.43 to \$93,268.09

**LOCATIONS:** [Division of Criminal Justice](#)  
Trenton, Cherry Hill and/or Whippany, NJ  
(*Statewide travel required for work responsibilities.*)

**NUMBER OF POSITIONS AVAILABLE:** One (1) – Location preference required.

**DUTIES:** Under general supervision of a Supervising Investigator or supervisory official, reviews records, files, financial statements, documents, cyber and web-based data, transactional records, and other related items to determine and investigate criminal activity; conducts complex investigations; performs confidential and sensitive civil and regulatory investigative activities or specialized investigations to detect alleged noncompliance with, or violations of, New Jersey state statutes; leads and participates in the review and analysis of data, information, surveillance footage, body-worn camera footage, and other evidential items or materials collected from criminal investigations; conducts analysis and investigative work for the detection and prosecution of criminal activities; compiles detailed findings and conclusions to prepare reports; works with a variety of computer software to assist with trial preparation, including but not limited to litigation-presentation software, such as Sanction; provides technical guidance, assistance and administrative support to trial teams; compiles detailed findings and conclusions; conducts data mining and analysis; creates reports on data obtained through mobile-device extractions or media; provides technical guidance for digital-case management, using analytic tools and systems; assists and attends court proceedings and trials; performs other related duties as required. This position may also require non-traditional work hours, on an as-needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice.

### 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.

Seven (7) 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** Seven (7) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** Seven (7) 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 three (3) years 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; and two (2) years of the above-mentioned professional experience.

**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 creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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

**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](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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.

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 #24-105 with location preference, a copy of college transcripts and current resume to the Recruitment Coordinator via email at [jobs@njoag.gov](mailto: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.

