



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ERIN ZIPPEL
Chief Administrative Officer

July 18, 2024
AMENDED NOTICE OF JOB VACANCY
#24-108

This is a repost of vacancy announcement #23-034, previous applicants need not to apply

Opportunities currently exist in the classified service with the Department of Law and Public Safety, Division of Consumer Affairs, for applicants who meet the requirements specified below:

TITLE: Investigator 1, Law and Public Safety

SALARY: \$54,351.06.to \$76,649.82

LOCATION: [Division of Consumer Affairs](#)
Professional Boards
124 Halsey Street
Newark, NJ 07102

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, will be responsible for conducting initial review of licensee and consumer complaints to determine whether additional information is needed before a matter is referred to the board for formal action; functions as a navigator to assist complainants through the complaint process; assists with review of complex initial and reinstatement applications with particular focus on auditing supporting applicant documentation to determine whether applicant experience satisfies statutory and regulatory requirements; performs other related duties 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.

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: Appointee 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 required to perform the essential duties of the position.

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 for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #24-108, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation, (for education credit) to the Recruitment Coordinator via email at Recruit@dca.njoag.gov on or before the closing date of **August 18, 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.

