



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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July 11, 2024
NOTICE OF JOB VACANCY
#24-290

A temporary employment services opportunity currently exists with the Department of Law & Public Safety, Division of Civil Rights, for applicants who meet the requirements specified below:

TITLE: Special Services
(Hourly Investigator 2, Law and Public Safety)

SALARY: \$31.43 to \$44.44 per hour

LOCATION: [Division on Civil Rights](#)
Investigations Unit
Trenton, Newark, Cherry Hill or Atlantic City, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under close supervision of the Chief of Investigations and a Supervising Investigator, this hourly Investigator will investigate complaints of discrimination and bias-based harassment in a thorough and objective manner. The Investigator will be required to conduct moderately complex investigations with limited supervision and oversight. Duties include reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the LAD, FLA or FCHA has been violated. Duties also include conducting intake interviews and drafting verified complaints; drafting investigation plans, including witnesses to interview and documents to obtain; conducting interviews of parties and witnesses and summarizing relevant information learned from same; gathering and evaluating documents and other physical evidence from the parties and summarizing relevant information learned from same; conducting fact-finding conferences and site visits as necessary and summarizing relevant information learned from same. The Investigator will draft a summary of the investigation at the conclusion of the investigation for review and edits from the Supervising Investigator. Investigators will facilitate settlement discussions when the parties choose to resolve a complaint. Investigators are required to use DCR's on-line case management system (NJBIAS) to actively manage their caseload and move many investigations forward at the same time, and tailor all investigations only to what is relevant to the particular legal claim at issue; 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.

Six (6) 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

Six (6) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

OR

Six (6) 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 two (2) 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; and one (1) year 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 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 only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

PREFERENCE: Preference will be given to applicants who demonstrate commitment to the civil rights laws enforced by DCR and a New Jersey free of discrimination; demonstrated abilities to analyze large quantities of information and determine what is relevant to the legal claim; and to competently and professionally engage with members of the public, including while conducting witness interviews. Must also have excellent written and verbal communications skills and be extremely organized and detail oriented, and must be able to keep many cases moving simultaneously.

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 #24-290, 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 jobs@njoag.gov on or before the closing date of **August 11, 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.

