



# State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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## September 10, 2024 NOTICE OF JOB VACANCY #24-367

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

**TITLE:** Investigator 3, Law & Public Safety  
**SALARY:** \$68,049.63 to \$96,532.47  
**LOCATION:** [Division on Civil Rights](#)  
Fair Chance in Housing Unit  
Trenton, Newark, Cherry Hill or Atlantic City, NJ

**ANTICIPATED DURATION:** Funded until January 2026

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

**DUTIES:** The Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination (LAD), Fair Chance Housing Act (FCHA) and New Jersey Family Leave Act (NJFLA) and preventing and eliminating discrimination and bias-based harassment in New Jersey. Under the direction of the Chief of Investigations and a Supervising Investigator, the investigator 3 will investigate complex matters addressing Covid 19 Housing Voucher and Fair Chance in Housing Act complaints, in a thorough and objective manner, including by reviewing relevant documents, interviewing witnesses, and gathering evidence to determine whether there is probable cause to believe that the New Jersey Law Against Discrimination or Fair Chance in Housing Act has been violated. Duties will 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; drafting a summary of the investigation at the conclusion of the investigation for review and by supervisory staff within DCR; facilitating settlement discussions when the parties choose to resolve a complaint and performing other related duties as required or requested. The Investigator 3 will be 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.

### 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.

**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, 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](mailto: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 #24-367, 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](mailto:jobs@njoag.gov) on or before the closing date of **October 10, 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.

