



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

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Administrator

October 30, 2018
NOTICE OF JOB VACANCY
#18-301

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

TITLE: Investigator 4, Law & Public Safety
SALARY: \$67,290.04 to \$95,729.23
LOCATION: Division of Alcoholic Beverage Control
140 East Front Street, 5th Floor
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Chief Investigator in the Department of Law and Public Safety, Division of Alcoholic Beverage Control, conducts complex audits and inspections; reviews records, files, financial statements, and other transactions to determine compliance with rules or regulations; performs confidential civil and regulatory audits or specialized investigations to detect alleged noncompliance or violations of NJ statutes, administrative codes, Professional Rules of Conduct or other laws; conducts forensic analysis of financial data and all computer related crimes; coordinates the examination of financial aspects of investigations in cooperation with Deputy Attorneys General and others, as required; compiles detailed financial findings and conclusions to prepare forensic reports; assists in subpoena preparation to obtain financial records and provides input for arrest warrants, search warrants, and indictments; performs other duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Four (4) years of experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity; including the preparation of investigative reports; **OR** four (4) years of experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations; **OR** four (4) years of experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

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. College transcripts, which indicate completion of an internship for at least 3 credit hours, must be submitted to meet this substitution; failure to provide transcripts may result in disqualification.

A Juris Doctorate degree or a Master's Degree in Criminal Justice, Public Administration, Business Administration, Law, or other related field may be substituted for one (1) year of the non-supervisory experience.

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 required to perform the essential duties of the position.

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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #18-301, current resume, and college transcripts, if necessary, on or before the closing date of November 13, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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 Three (3) 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.

