



## State of New Jersey

PHILIP D. MURPHY  
*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Attorney General*

TAHESHA L. WAY  
*Lt. Governor*

ERIN ZIPPEL  
*Chief Administrative Officer*

### March 6, 2025 NOTICE OF JOB VACANCY #25-086

An opportunity currently exists 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 3 Law & Public Safety

**SALARY:** \$68,049.63 to \$96,532.47

**LOCATION:** [Division of Consumer Affairs](#)  
Office of Consumer Protection  
Consumer Service Center  
124 Halsey Street  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under general supervision of a Supervising Investigator or other supervisory official in the Division of Consumer Affairs, Office of Consumer Protection, will be responsible for assisting the Consumer Service Center (CSC) in the timely review and disposition of complex consumer complaints, particularly complaints that have been designated for referral to other agencies or to be closed without further action; will also assist the CSC Supervising Investigator with complex administrative and investigative tasks such as creating custom complaint lists/advanced search filters for OPRA requests, and data projects, to help the unit maintain accurate consumer complaint statistics; performs confidential and sensitive investigations; performs other related duties as assigned or 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.

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) 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 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:** 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.

**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 #25-086, with desired location preference, 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](mailto:Recruit@dca.njoag.gov) on or before the closing date of **March 20, 2025**.

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.

