



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

PAULA T. DOW
Attorney General

HOWARD J. MCCOACH
Administrator

DATE: October 7, 2011

NOTICE OF JOB VACANCY
#11-22

The Department of Law & Public Safety's Office of Equal Employment Opportunity (Office of EEO) seeks an Investigator who meets the minimum job requirements specified below:

TITLE: Special Investigator, Office of EEO

SALARY: TBD

LOCATION: Office of EEO/OAG
Station Plaza, Building 4
22 South Clinton Ave.
Trenton, New Jersey 08625

NUMBER OF POSITIONS AVAILABLE: TBD

DUTIES:

Conduct prompt intake of confidential discrimination complaints; conduct confidential objective and thorough Equal Employment Opportunity investigations; interview individuals and gather documentary evidence; write timely, well-organized and detailed analytical investigative reports; testify in court proceedings or administrative hearings when necessary; conduct training on EEO Policy and procedures when necessary; and other administrative tasks and special assignments as assigned by the Director/Deputy Director or other supervisor.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Experience in conducting of civil or criminal investigations related to discrimination, compliance, enforcement or detection, or experience conducting investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

NOTE:

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

NOTE: RESPONSES MUST INCLUDE A COVER LETTER, RESUME, AND WRITING SAMPLE.

If you are interested in the above position, please send a letter (including posting number), resume and writing sample to Barbara Kitchens, Personnel Services Representative, Office of the Attorney General, P.O. Box 081, 25 Market Street, Trenton, NJ 08625 by October 21, 2011.

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.

