



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE
OFFICE OF HUMAN RESOURCES

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Assistant Commissioner

NOTICE OF VACANCY

STATE-WIDE – OPEN TO THE PUBLIC

POSTING NO.:	BIA-2021-084	OPENING DATE:	August 17 2021
TITLE:	Investigator Trainee	CLOSING DATE:	September 10, 2021
DIVISION:	Insurance	SALARY:	\$46,646.55 - \$48,767.88
UNIT:	Consumer Protection Services	RANGE:	P 95
LOCATION:	Trenton, NJ		
OPEN TO:	Candidates who meet the requirements specified below, subject to current promotional and hiring restrictions.		

DEFINITION

Under close supervision of an Investigator 1, Supervisor of Investigations, or other supervisory official in a State department or agency, as a trainee and productive worker, learns to perform routine office and/or field duties to investigate alleged non-compliance with State statutes and regulatory requirements; does other related duties.

REQUIREMENTS

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

SPECIAL NOTE: Preference will be given to candidates with insurance 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 necessary to perform the essential duties of the position.

RESIDENCY REQUIREMENTS: In accordance with the New Jersey First Act, [N.J.S.A. 52:14-7 \(L. 2011, Chapter 70\)](#), effective September 1, 2011, newly hired State government employees must reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey. Employees who fail to meet the residency requirements are subject to removal from employment.

Interested applicants should submit a *letter of interest and resume* in PDF format by September 3, 2021 to: human.resources@dobi.nj.gov. Please include Posting No. BIA-2021-084 in the subject line of your email.

NOTE: Three (3) professional references are required from your current or former supervisors or managers- please only provide references for those to whom you have reported in the workplace and those who have supervised or managed your work. Please provide your references' names, job titles, and current contact information, including email address.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service at your expense. Submit a copy of the evaluation with each application that requires a college degree or credits. For additional information, please refer to the Civil Service Commission website at: <http://www.state.nj.us/csc/seekers/about/steps/step2.html>.

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