



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES

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STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Investigator

Department: Law

Division: Law

Exempt/Non-Exempt: Non-Exempt (Local 246)

Workweek: 37.5 hours

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement and more.

The Law Department of the City of Jersey City seeks a qualified Investigator. The ideal Investigator candidate will be responsible for conducting investigations assignments of potential labor or employment law violations; involving locating, retrieving, and analyzing evidence or information to assist the Department's legal staff build a case or uncover activities of an unlawful nature.

Job Duties:

- Conduct surveillance activities; operates and monitors a variety of devices used in surveillance of suspects, such as cameras, audio-visual equipment, etc.
- Provide testimony at administrative hearings and in court proceedings.
- Performs other related duties as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Required Educational Background: Bachelor's degree required (relevant work experience may be substituted on a year-for-year basis).

Required Experience: Minimum (2) two years of experience in conducting various types of field investigations. Must possess a valid New Jersey Driver's License.

Essential Skills:

- Ability to establish and maintain effective working relationships with other City of Jersey City employees, public officials and the general public;
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines;
- Outstanding written and oral communications skills;
- Knowledge of the methods and techniques of criminal and/or civil law violation investigation;
- Able to present testimony in administrative proceedings, depositions, and court proceedings;
- Excellent judgment with the ability to manage highly sensitive and confidential information;

- Experience using industry-recognized public and private investigative search engines and databases (e.g., LexisNexis or CLEAR);
- Experience in handling multiple assignments with competing deadlines with a high degree of detail and accuracy.

Preferred Education/Skills/Qualifications: Prior work experience working with legal and investigative staff in a government agency; Multilingual a plus.

This is a Civil Service position and, if applicable, you will eventually need to qualify for the applicable civil service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).