NJ Civil Service Commission

Title: Investigator Trainee

Location: 44 S. Clinton Ave., Trenton, NJ 08625

Job Type: Full-Time (Entry Level)

Compensation Type: Salary

Start Date: ASAP

Job Description:

The Civil Service Commission, Division of EEO/AA is seeking an investigator trainee who under the general direction of the Director of the Division will review and conduct discrimination and sexual harassment investigations of complaints made by employees and job applicants from various State Departments, Agencies, Authorities, and Commissions in accordance with State and Federal anti-discrimination laws as well as the New Jersey State Policy and Procedures Prohibiting Discrimination in the Workplace.

Primary Responsibilities:

• Reviewing and determining nature and basis of complaint and drafting appropriate correspondence, if necessary
• Where appropriate, investigating allegations of discrimination that implicate the State Policy Prohibiting Discrimination in the Workplace from State employees and other State departments and agencies
• Conducting interviews, gathering and analyzing pertinent documentation, and preparing detailed reports and other correspondence outlining findings
• Providing technical assistance and information to agencies, managers, and employees regarding all aspects of Equal Employment Opportunity and Affirmative Action
• Keeping current on anti-discrimination laws and statutes
• Providing training on the State Policy and Procedures Prohibiting Discrimination in the Workplace and other areas
• Compiling and tabulating EEO/AA statistical and analytical data

Qualifications:

Graduation from an accredited college or university with a Bachelor’s degree.

NOTE: Knowledge of anti-discrimination laws and strong interpersonal/communication skills would be helpful. Prior investigative experience and/or Law Degree would be preferable. Applicant should possess strong analytical and writing skills.

**As of September 2010, in accordance with N.J.S.A. 52:14-7, the “New Jersey First Act”, all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.

Application Instructions: SEND YOUR RESUME AND A LETTER OF INTEREST TO:
hrsupport@csc.state.nj.us.