

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here for Application Form](#)
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PC0797M	WEIGHT CODE: *
TITLE: SENIOR INVESTIGATOR PAROLE AND SECURED FACILITIES	SALARY: \$99,389.00
ISSUE DATE: October 01, 2010	CLOSING DATE: October 21, 2010
TITLE CODE: 32645 / J8JRJZ	JURISDICTION CODE: N09000029
JURISDICTION: HUDSON COUNTY	
DEPARTMENT: CORRECTIONS	

RETURN COMPLETED APPLICATIONS TO: NJ Civil Service Commission
44 South Clinton Avenue, PO Box 322
Trenton, NJ 08625-0322

Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following in-line title(s):

Investigator Secured Facilities 32647

Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Education: Graduation from an accredited college or university with a Bachelor's degree. You must indicate either possession of a degree or total number of college credits completed to date on your application. (Foreign degrees/transcripts must be evaluated by a recognized evaluation service.) Failure to do so will result in rejection from the examination process.

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

Experience: Two (2) years of experience in either: (A) the custodial field which shall have included investigations of violations of rules, regulations, standards and laws by adult inmates, juveniles and/or employees working within a secured facility, or (B) in parole casework.

Special Requirements: Appointees will be required to satisfactorily complete the basic course for Investigators at the Division of Criminal Justice Training Academy, if they have not already done so.

In accordance with NJSA 2A:154-4, investigators working in secured facilities are empowered to act as peace officers. As such, they must have completed basic police training conducted by the Police Training Commission.

Note: Appointees to this position shall be required to qualify in the use of firearms on an annual basis.

License: Appointees will be required to possess a driver's license valid in New Jersey. Proof of the license must be submitted to the Appointing Authority prior to appointment. Failure to do so will result in rejection from the examination process.

IMPORTANT INFORMATION

1. N.J.A.C. 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may lower your score or cause you to fail. For scoring purposes, possession of Certified Public Manager certificates or equivalent managerial certificates may receive credit.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. N.J.A.C. 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. IN ACCORDANCE WITH NJAC 4A:4-2.9 MAKE-UP REQUESTS MUST BE SUBMITTED IN WRITING WITHIN FIVE (5) DAYS OF RECEIPT OF THE EXAM NOTICE. However, in situations involving illness, death or natural disasters, make-up requests must be made in writing within five (5) days after the test date. Requests for make-up examinations based on medical grounds must include written documentation from your physician. Mail all material to NJCSC, Selection Services, Attn: Make-up, PO Box 310, Trenton, NJ 08625-0310 or fax it to (609) 984-1064.
6. If requested, college transcripts must be submitted to the attention of Selection Services, PO Box 310, Trenton NJ 08625, no later than six weeks from the announced closing date.
7. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Civil Service Commission no later than 4:00pm on the closing date or application filing deadline listed above.
8. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list.

