

STATE COMMISSION OF INVESTIGATION

**TITLE: INVESTIGATIVE WRITER
STATE COMMISSION OF INVESTIGATION**

UNCLASSIFIED
NJSA 52:9M-9

DEFINITION

Under general direction of the Commissioners of the State Commission of Investigation, and the specific direction of the Executive Director or Deputy Director, authors public reports of investigations involving government waste, corruption and organized crime. Works with staff counsel and investigative personnel to assemble compelling narratives that convey the factual findings and reform recommendations stemming from various SCI investigative projects.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Work with staff counsel, investigative special agents and accountants to craft, edit and ensure proper production of final written reports of investigations completed by the Commission and disseminated to the public.

Assist in the preparation and conduct of public hearings held by the Commission.

Prepare policy papers, written statements, talking points, testimony, etc. for presentation by Commission members and staff in a variety of venues, including public hearings, press conferences, legislative committee hearings and other events requiring official Commission input.

Provide material for, and assist in the maintenance of, the Commissions Internet web site.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college or university with a Bachelors degree in communications or related fields.

EXPERIENCE

Seven (7) years of experience in investigative reporting or related professional endeavors and be skilled at producing refined and readable long-form investigative writing.

LICENSES

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than the employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES

Knowledge of procedures involved to collect, analyze, and interpret complex, factual data.

Knowledge of basic principles and materials with editing editorial programming, journalism, and public relations.

Knowledge of problems encountered in using factual data obtained from various sources, drawing reasonable and current conclusions, and in making use of facts pertinent to specific cases in clear, concise, and informative articles, reports and news releases for publication.

Knowledge of methods used in preparing copy for printers and in arranging for illustrations including photographs and charts.

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Ability to utilize communication and media for the dissemination of information.

Ability to gather, analyze, and interpret information on a variety of subject relevant to Commission investigations and public policy.

Ability to arrange and/or conduct information programs, interviews, press conferences and other programs utilized to disseminate public information.

Ability to plan, organize, select, and present information in a suitable form for presentation and use by varied public information media.

Ability to establish liaison and maintain cooperative working relationships with legislators, public officials representatives of the press, radio and television.

Ability to effectively write and edit brochures, bulletins, reports and other publications relating to Commission findings, analyses, conclusions, and recommendations.

Ability to work independently or as a team player, and function effectively including periods of intense concentration and high stress.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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