

## **SOMERSET COUNTY PROSECUTOR'S OFFICE**

Pursuant to New Jersey's Constitution<sup>1</sup> and statutes,<sup>2</sup> the Somerset County Prosecutor serves as the Chief of Law Enforcement for the County and provides leadership and supervision over the municipal chiefs of police<sup>3</sup> and municipal prosecutors.<sup>4</sup>

The Somerset County Prosecutor's Office employs lawyers as Assistant Prosecutors, Detectives, Administrative and Clerical personnel, and other professionals. The Prosecutor's Office is organized into three divisions: Legal Division; Criminal Investigation Division; and Administrative Division.

The Legal Division includes the Trial Section, Appellate Section, Juvenile Prosecution Unit, Domestic Violence Unit, Grand Jury Section, Central Complaint Screening Unit, Criminal Investigation Section, Paralegal Section and the Office of Victim-Witness Advocacy.

The Criminal Investigation Division (C.I.D.) includes the Major Crimes Squad, Sex Crimes and Child Abuse Unit, Special Investigations Unit, Insurance Fraud Unit, Computer Crimes Unit, Criminal Intelligence Unit, Counter-Terrorism Unit, Fugitive Squad, Organized Crime And Narcotics Task Force, Vehicular Homicide Task Force and

Collision Analysis Reconstruction (C.A.R.) Team, Arson Task Force, Technical Services Unit, Crime Scene Investigations (C.S.I.) Unit and Forensics Laboratory, and the Somerset County Police Academy. The Prosecutor's Office also supervises the countywide Emergency Response Teams, which consist of the S.W.A.T. Team, Crisis Negotiation Team, Dive-Rescue Team and Emergency Medical Services Team.

The Administrative Division is responsible for: personnel; financial and fiscal matters such as budgeting, purchasing and grants management; computer systems management and data entry; evidence and records storage; vehicle fleet management; pre-employment processing procedures; as well as logistical and clerical support for the Legal and Criminal Investigation Divisions.

### **EMPLOYMENT OPPORTUNITIES**

Those seeking employment in any capacity with the Somerset County Prosecutor's Office encounter an extremely competitive selection process. Everyone must complete our application form and submit it along with a resume. Those who continue in the selection process must also complete our background investigation questionnaire and a release form to allow for thorough background investigation.

### **MINIMUM CRITERIA FOR ALL APPLICANTS:**

1. United States citizen;
2. No criminal record;
3. Valid New Jersey driver's license;
4. Complete background investigation;
5. Drug screening;
6. Candidate interview; and
7. Compliance with all provisions of the Code of Ethics before commencing employment.

### **ASSISTANT PROSECUTORS**

In addition to the minimum criteria set forth above, applicants for a position as an Assistant Somerset County Prosecutor shall also meet the following requirements:

1. Member of the New Jersey State Bar;
2. Bachelor's degree from an accredited college and a Juris Doctor degree or its equivalent from an accredited law school; and
3. The decision to hire an applicant for the position of Assistant Prosecutor will be based on any special skills, talents, or expertise that a candidate might possess.

#### **(Footnotes)**

<sup>1</sup> N.J. Constitution, Article 7, Section 2, Paragraph 1

<sup>2</sup> County Prosecutors Act, N.J.S.A. 2A:158-1 et seq.

<sup>3</sup> Criminal Justice Act, N.J.S.A. 52:17B-97 et seq.

<sup>4</sup> N.J.S.A. 2B:12-27 and Municipal Prosecutor's Act, N.J.S.A. 2B:25-1 et seq.

## DETECTIVES

In addition to the minimum criteria set forth above, applicants for a position as a Detective shall also meet the following requirements:

1. Excellent physical condition. A physical fitness test will be administered for those who must attend the Basic Course for County Detectives and Investigators;
2. Potential candidates will possess at least three (3) years of law enforcement experience. (Military service may be considered toward the law enforcement requirement).
3. If not already certified by the NJ Police Training Commission, candidates must successfully complete the prescribed Police Academy training to attain certification;
4. Bachelor's degree from an accredited college;
5. Medical examination;
6. Psychological examination; and
7. Enrolled in the New Jersey Police and Fire Retirement System (PFRS) or otherwise qualified for enrollment.

## ADMINISTRATIVE STAFF

In addition to the minimum criteria set forth above, the decision to hire an applicant for a particular position within the Administrative Division, (i.e., Legal Secretary, Receptionist, Data Input Operator or other Secretarial positions) will be based on any special skills, talents, or experience that a candidate might possess which are needed for the position.

**All qualified candidates for any position will be considered for employment. The Somerset County Prosecutor's Office is an Equal Opportunity Employer.**

### HOW TO APPLY:

Submit a completed application and a resume to:  
Somerset County Prosecutor's Office  
Attn: Administrative Division  
P.O. Box 3000  
Somerville, New Jersey 08876

Applications are available on the Somerset County Prosecutor's Office website at [www.scpo.net](http://www.scpo.net) or by contacting our Office at 908-231-7100.

### Somerset County Prosecutor's Office

Wayne J. Forrest, Prosecutor  
40 North Bridge Street  
P.O. Box 3000 • Somerville, NJ 08876-1262  
908-231-7100

[www.scpo.net](http://www.scpo.net)

**TIPS HOTLINE 1-888-577-TIPS (8477)**

## Employment Opportunities



Somerset County  
Prosecutor's Office  
Wayne J. Forrest  
*Prosecutor*

EMPLOYMENT OPPORTUNITIES