



# State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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TRENTON, NJ 08625-0081

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WILLIAM H. CRANFORD  
Chief Administrative Officer

## November 25, 2020 NOTICE OF JOB VACANCY #20-270

A temporary employment services opportunity currently exists with the Department of Law and Public Safety, Office of the Insurance Fraud Prosecutor, for applicants who meet the requirements specified below:

**TITLE:** Special Services (Hourly Agency Services Representative)

**SALARY:** \$15.59 per hour

**LOCATIONS:** Office of the Insurance Fraud Prosecutor  
25 Market Street, 4<sup>th</sup> Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the close supervision of a supervisory official in the Office of the Insurance Fraud Prosecutor, Department of Law and Public Safety, provides basic and/or repetitive front-line and behind the scenes customer and other support services involving the intake, review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; answers and responds to Office of the Insurance Fraud Prosecutor telephone and email referrals; and does other related work as required.

### **REQUIREMENTS**

**EXPERIENCE:** One (1) year of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

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

**SPECIAL NOTE:** Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

**PREFERENCE:** Preference will be given to applicants who are able to read, write, speak, understand, communicate, translate and transcribe in Spanish and English sufficiently to perform the duties of this position. Please indicate your bilingual abilities in your cover letter or email when applying.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only.

***If interested, please send a cover letter indicating interest in job vacancy announcement #20-270 and a current resume on or before the closing date of December 9, 2020 to:***

Recruitment Coordinator:  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
Human Resource Management  
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

