



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

May 14, 2021

NOTICE OF JOB VACANCY #21-08

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Victims of Crime Compensation Office, for applicants who meet the requirements specified below:

TITLE: Investigator, Victims of Crime Compensation Agency
(Chief of Investigations)

SALARY: \$115,000.00

LOCATION: Victims of Crime Compensation Office
Investigations Unit
50 Park Place
Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director or the Deputy Director, Victims of Crime Compensation Office plans, organizes, supervises and manages the Investigative Unit to ensure compliance with governing statutes, rules and regulations; creates quality assurance and quality control protocols for the claims process; monitors and develops procedures to ensure optimum unit/individual performance; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; responds to inquiries from the Office of the Attorney General and other government offices related to victims' claims; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Six (6) years of office and/or field experience conducting investigations, collecting evidence and preparing investigative reports related to criminal, civil or regulatory matters involving fraud, misrepresentation or other acts of criminal or civil misconduct. Three (3) years shall have included supervisory responsibility.

NOTE: Experience as a police officer performing criminal follow-up investigations (not preliminary investigations) may be substituted for the above non-supervisory experience on a year for year basis.

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

NOTE: A Master degree in Public Administration, Business Administration, Social Work, or Criminal Justice may be substituted for one (1) year of experience.

PREFERENCE: Preference will be given to candidates who meet the above requirements and have victim services experience.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-08 and a copy of your current resume on or before the closing date of May 28, 2021 to:

Recruitment Coordinator:
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.

