



## 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*

**January 12, 2021**  
**NOTICE OF JOB VACANCY**  
**#21-09**

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

**SALARY:** \$49,000.00 to \$69,000.00

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

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

**DUTIES:** Under the direction of a supervisor in the Victims of Crime Compensation Office, processes victims of crime benefit claims by interpreting applicable statutes, rules and regulations. Reviews law enforcement reports, conducts criminal history record checks, and evaluates victim employment records, Workers' Compensation and State Department of Labor Unemployment information to ascertain compensability and compliance with relevant law. Communicates with service providers such as hospitals, physicians, mental health providers and evaluates insurance information and benefits required; performs other related duties as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Two (2) years of experience in the conduct of civil or criminal compliance investigations, audits or inspections, including the preparation of investigative reports.

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

**NOTE:** A Master's Degree in Criminal Justice, Public Administration, Business Administration or a related field may be substituted for one year of the indicated 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 #21-09 and a copy of your current resume on or before the closing date of January 26, 2021 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.

