



# 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

## AMENDED NOTICE OF JOB VACANCY #21-173

Opportunities currently exist 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  
(Counseling Unit Service Representative)

**SALARY:** \$47,810.88 to \$67,426.47

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

**NUMBER OF POSITIONS AVAILABLE:** Two (2)

**DUTIES:** Under the close supervision of a supervisory official in the Intake Unit of the Victims of Crime Compensation Office (VCCO), assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various VCCO programs and services; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

### REQUIREMENTS

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

**EXPERIENCE:** One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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

**NOTE:** A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

**LICENSE:** Appointee 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.

**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. Preference will be given to candidates who have victim-witness 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 #21-173 with bilingual abilities in Spanish and English, and a copy of your current resume on or before the closing date of June 24, 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

***This announcement has been amended to extend the closing date.***

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.

