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

**TITLE:** Agency Services Representative Trainee

**SALARY:** $30,227.90

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

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

**DUTIES:** Under the very close supervision of a supervisory official in the Victims of Crime Compensation Office, as a trainee and productive worker, will learn how to provide basic and/or repetitive front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; will learn how to provide information to the public regarding agency programs and services; will learn how to respond to questions and solicit information from callers or visitors; will learn how to review bills submitted by service providers for accuracy and for relationship to the relevant criminal offense; will learn how to enter service provider billing information into the agency’s claims processing system for consideration by a claims investigator; will learn how to verify information from Treasury regarding service providers to ensure that disbursements and claims payments are efficiently processed; will learn how to ensure that payments to service providers and to crime victim claimants are efficiently processed; will learn how to ensure that payments to, and on behalf of, eligible crime victims are made in a manner consistent with Federal and State controls and requirements; does other related duties as required.

**REQUIREMENTS**

**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.

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 in accordance with Civil Service Commission procedures. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.* Appointees will be required to be compliant with all Executive Orders (EO), mandates, policies, and directives related to Covid-19, including testing and vaccinations, and including but not limited to EO 252 (Murphy), EO 283 (Murphy) and/or EO 290 (Murphy).

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**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 #22-384 and a copy of your current resume on or before the closing date of August 3, 2022 to:

Recruitment Coordinator: LPS.Humanresources@njoag.gov

Recruitment Coordinator -OR- 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.