



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

May 24, 2023 NOTICE OF JOB VACANCY #23-359

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
(Senior Fiscal Analyst)

SALARY: \$58,031.09 to \$82,157.57

LOCATION: [Victims of Crime Compensation Office](#)
Administrative Unit
50 Park Place, Newark, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under supervision of a supervisory official in the Victims of Crime Compensation Office (VCCO) will record and document all relevant claim payments and revenue transactions in NJCFS and the Case Processing System. Assist claimant and providers in tracing missing payments. Quickly access information for various inquiries and audits. Complete tasks in a consistent, concise, accurate and timely manner. Respond to claimant/provider inquiries/complaints in a timely and compassionate manner. Monitor funds in the state and federal claims account to ensure they do not go into deficit. Maintain and store retention records in coordination with Billing and Retention Committee. Verify and process payments made to VCCO from correctional facilities, probation, subrogation and refunds due to overpayments. Assist Investigative Unit as needed. Assist Support Staff with retention of files and bill entry. 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 collection, analysis, evaluation and presentation of financial data used to provide an accurate accounting of administrative and operating costs and the preparation of reports containing conclusions and recommendations for a private business or government agency.

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

NOTE: A Master's degree in Business Administration, Public Administration, Accounting or Finance may be substituted for one (1) year of the required experience.

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.

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.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-359 and a current resume to the Recruitment Coordinator via email at LPS.HumanResources@njoag.gov on or before the closing date of **June 7, 2023**.

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.

