



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

### July 25, 2023 NOTICE OF JOB VACANCY #23-427

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

**SALARY:** \$46,431.86

**LOCATION:** [Victims of Crime Compensation Office](#)  
Investigations Unit  
50 Park Place  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** Three (3)

**DUTIES:** Under the direction of an investigative supervisor in the Victims of Crime Compensation Office, will receive on-the-job training to process 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; evaluates insurance information and benefits; performs other related duties as required.

### **REQUIREMENTS**

**EDUCATION:** Graduation from an accredited college with a Bachelor's degree. *Applicants must submit a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded. Failure to submit final unofficial transcripts with your resume will result in disqualification from consideration. Matriculating students cannot be considered.*

**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 required to perform the essential duties of the position.

**PREFERENCE:** Preference will be given to candidates with experience working in the fields of anti-violence, social justice, victims'/survivors' rights, and/or trauma-informed services.

**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 will 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](mailto: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 #23-427, a current resume and one of the following: (1) a copy of your college diploma or (2) a copy of your final unofficial transcripts, which indicates the date your degree was conferred and the type of degree awarded (one is required for consideration) to the Recruitment Coordinator at [Jobs@njoag.gov](mailto:Jobs@njoag.gov).

***Announcement will remain open until the vacancy has been filled.***

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.

