



## 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

TAHESHA L. WAY  
Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

### September 15, 2023 NOTICE OF JOB VACANCY #23-522

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](#)  
Intake Unit  
50 Park Place, Newark, NJ

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

**DUTIES:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: <https://info.csc.state.nj.us/jobspec/56348.htm>

#### **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.*

**PREFERENCE:** Preference will be given to candidates who are able to read, write, speak, understand or communicate in Spanish and English sufficiently to perform the 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](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 #23-522 and a current resume to the Recruitment Coordinator at [Jobs@njoag.gov](mailto:Jobs@njoag.gov) on or before the closing date of **September 29, 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.

