



State of New Jersey

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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March 19, 2024
NOTICE OF JOB VACANCY
#24-137

Temporary employment services opportunities currently exist with the Department of Law & Public Safety, Victims of Crime Compensation Office, for applicants who meet the requirements specified below:

TITLE: Special Services
(Hourly Investigator 1, Law and Public Safety)

SALARY: \$28.85 to \$40.69 per hour

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

NUMBER OF POSITIONS AVAILABLE: Four (4)

DUTIES: Under the direction of an investigative supervisor in the Victims of Crime Compensation Office, will process victims of crime benefit claims by interpreting applicable statutes, rules and regulations; reviews law enforcement reports, conducts criminal history record checks, evaluates lease agreements and conducts property searches to ascertain compensability and compliance with relevant law; prepares landlord pre-approval agreements, provides assistance with temporary shelters; communicates with service providers such as hospitals, physicians, mental health providers; evaluates insurance information and benefits; performs other related duties as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in the conduct of civil or criminal investigations related to compliance, enforcement, detection, and surveillance activity, including the preparation of investigative reports.

OR

Five (5) years of professional experience in the conduct of investigative administrative audits and/or regulatory examinations of records maintained by businesses and organizations.

OR

Five (5) years of professional experience in the conduct of investigations for the government, the military, consumer protection programs, public advocacy organizations, or the public interest.

OR

Possession of a bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a juris doctorate or a master's degree in Criminal Justice, Public Administration, Business Administration, Law, or a related field.

NOTE: Completion of a supervised internship field placement of 300 hours in an undergraduate curriculum in Criminal Justice or a related degree program may be substituted for one (1) year of the non-supervisory experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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.

SPECIAL NOTE: Special Services positions are filled on a part-time, temporary basis during normal business hours. Candidates appointed to a Special Services title will be limited to 944 work hours in a fiscal year.

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 may result in your ineligibility.

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 to the Recruitment Coordinator via email at jobs@njoag.gov indicating interest in job vacancy announcement #24-137 with a current resume and a copy of your unofficial college transcripts.

This announcement will remain open until all vacancies are 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.

