



## State of New Jersey

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*Governor*

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
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*Chief Administrative Officer*

### January 28, 2025 NOTICE OF JOB VACANCY #25-019

A temporary employment services opportunity currently exists with the Department of Law & Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements specified below:

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

**SALARY:** \$29.75 to \$41.95 per hour

**LOCATION:** [Division of Violence Intervention and Victim Assistance](#)  
Victims of Crime Compensation Office - Investigations Unit  
50 Park Place  
Newark, NJ 07102

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

**DUTIES:** Under the direction of an investigative supervisor in the Victims of Crime Compensation Office, Division of Violence Intervention & Victim Assistance, will investigate 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.

**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.

**SAME APPLICANTS:** If you are applying under the NJ "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 below. For more information on the SAME Program please visit <https://nj.gov/csc/same/overview/index.shtml>, email: [CSC-SAME@csc.nj.gov](mailto:CSC-SAME@csc.nj.gov) or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

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 submit a cover letter indicating interest in job vacancy announcement #25-019, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at [Jobs@njoag.gov](mailto:Jobs@njoag.gov) on or before the closing date of **February 11, 2025**.

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.

