



State of New Jersey

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

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

July 5, 2024 NOTICE OF JOB VACANCY #24-303

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

TITLE: Deputy Executive Director
SALARY: \$174,000.00
LOCATION: [Division of Violence Intervention and Victim Assistance](#)
25 Market Street
Trenton, NJ 08625
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Executive Director, promotes a trauma-informed approach in the provision of victim assistance and violence intervention and prevention services, and in the formation of policies. Promotes access to, and deployment of, services to vulnerable and hard-to-reach victim populations and address the needs of more populations of victims than are currently served. Develops an infrastructure for victim assistance and violence intervention and prevention services. Serves as a resource center and hub of technical assistance and training. Coordinates among, builds partnerships between, and supports initiatives involving law enforcement entities and victim assistance and violence intervention and prevention service providers. Provides a structure and outlet for community stakeholders to provide input to improve services. Supports policies and practices that recognize the important of cultural competency of those providing victim assistance and violence intervention services. Promotes policies and practices that encourage engaging the use of peer support, such as credible messengers, individuals with lived experience, and trauma survivors, in the provision of services. Leads coordination with other state agencies and offices – promoting that public safety is a systems-wide approach and a shared responsibility. Performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Six (6) years of managerial experience in public administration.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with minimum of 5 years of professional experience, having worked with nonprofit, human services, or governmental organizations. Experience working in the fields of anti-violence, social justice, victims'/survivors' rights, trauma-informed services, community organizing, community relations, and/or constituent services are also preferred.

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.

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 #24-303, 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 on or before the closing date of **July 19, 2024**.

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.

