



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

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Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 26, 2023 NOTICE OF JOB VACANCY #23-290

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: Special Investigator, Law and Public Safety
(Director, Office of Victim Support & Assistance)

SALARY: \$130,000.00 to \$150,000.00

LOCATIONS: [Division of Violence Intervention and Victim Assistance](#)
Office of Victim Support and 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 and Deputy Executive Director for VIVA, the Director for the Office of Victim Support & Assistance (Office) will be responsible for providing strategic leadership for the Office; playing a critical role in stakeholder engagement; collaborating with Division leadership to determine and prioritize Office initiatives; determining key performance indicators and how to measure impact; providing technical support to implement ideas; supporting VAWA and VOCA grantees; planning, coordinating and leading meetings and workshops; supporting grant writing and monitoring functions of the Division; serving as point-of-contact for survivor service referrals and systems' navigation requests; performing other related managerial duties as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated nonmanagerial/supervisory experience.

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.

LICENSE: Appointees 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.

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 disqualification.

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.

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 #23-290 and a current resume to the Recruitment Coordinator via email at LPS.Humanresources@njoag.gov on or before the closing date of **May 26, 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.

