



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

CHRISTOPHER S. PORRINO
ATTORNEY GENERAL

KIM GUADAGNO
LT. GOVERNOR

JENNIFER E. FRADEL
ADMINISTRATOR

October 11, 2017
NOTICE OF JOB VACANCY
#17-235

An opportunity currently exists in the classified service with the Department of Law & Public Safety, Victims of Crime Compensation Office, for State employees who meet the requirements specified below:

- TITLE:** Agency Services Representative 1
- SALARY:** \$29,191.57 to \$40,569.46
- LOCATION:** Victims of Crime Compensation Office
Newark, NJ
- NUMBER OF POSITIONS AVAILABLE:** Two (2)

DUTIES: Under the close supervision of a supervisory official in the Victims of Crime Compensation Office provides basic and/or repetitive front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to the public regarding agency programs and services; responds to questions and solicits information from callers or visitors; reviews bills submitted by service providers for accuracy and for relationship to the relevant criminal offense; enters service provider billing information into the agency's claims processing system for consideration by a claims investigator; verifies information from Treasury regarding service providers to ensure that disbursements and claims payments are efficiently processed; ensures that payments to service providers and to crime victim claimants are efficiently processed; ensures that payments to and on behalf of eligible crime victims are made in a manner consistent with Federal and State controls and requirements; does other related duties as required.

REQUIREMENTS

EXPERIENCE: Successful completion of the six (6) month training period as an Agency Services Representative Trainee; **OR**, one (1) year of experience providing information and support to customers or clients; responding to technical inquiries and/or complaints regarding products, services, or programs; or, collecting payments in a government or office setting.

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.

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 will result in your ineligibility.

If interested, please send a cover letter indicating job vacancy #17-235 and current resume before the closing date of October 25, 2017 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

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.

