



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 14, 2020 NOTICE OF JOB VACANCY #20-212

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Office of Public Integrity & Accountability, for applicants who meet the requirements listed below:

TITLE: Program Specialist 2

SALARY: \$54,684.00 to \$77,418.81

LOCATION: Office of Public Integrity & Accountability
1 Apollo Drive
Whippany, NJ 07981
(North)
Statewide travel required for work responsibilities

OR

Office of Public Integrity & Accountability
25 Market Street
Trenton, NJ 08625
(Central)

NUMBER OF POSITIONS AVAILABLE: One (1) - Location preference required for consideration

DUTIES: Under the direction of the Executive Director, Director, Chief of Staff or other executive officers in the Office of Public Integrity & Accountability (“OPIA”) or the Department of Law & Public Safety, shall be responsible for the victim-witness duties relating to the Shooting Response Unit and Corruption Bureau, including outreach to victim’s families. This position also involves the tracking, processing and management of Open Public Records Act (OPRA) requests to OPIA. Works closely with detectives and attorneys to track progress of each investigation and provides information to families about stages of investigation in accord with existing policy and law; notifies victims, families and witnesses of their rights; timely explains the record and video review process in order to manage expectations; schedules and coordinates meetings with families to review information prior to its general release; creates and maintains documents and files to track cases and records release dates; explains grand jury, autopsy report release, and end of investigation processes; maintains contact with family members and is available to family members following next of kin notifications; willingness to work non-traditional hours as required; identifies available social services and makes appropriate referrals to meet families' physical, emotional, financial and other needs; provides guidance regarding applications; works with county victim-witness counterparts to obtain services for families; accompanies families at court appearances and other meetings as required; works closely with other OPRA counsels/custodians and agencies regarding the provision of records; performs other related duties as required. The selected candidate may also participate in public speaking engagements/events to educate the public about victim-witness services; assist with community outreach and education regarding victims’ rights and services; and, help create written materials about victim-witness related services.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

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

PREFERENCE: Preference will be given to candidates with previous victim-witness experience and who are bilingual in Spanish & English. Please indicate bilingual abilities in your cover email or letter.

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 its U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy number #20-212, with desired location preference (required), bilingual abilities (Spanish & English) and a current resume on or before the closing date of September 28, 2020 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
P.O. Box 081, Trenton, NJ 08625-0081

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.

