



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

April 16, 2021
NOTICE OF JOB VACANCY
#21-146

Opportunities currently exist in the unclassified service with the Department of Law & Public Safety, Division of Criminal Justice, for applicants who meet the requirements specified below:

- TITLE: Program Specialist 2
SALARY: \$54,684.00 to \$77,418.81
LOCATION: Division of Criminal Justice
State Office of Victim-Witness Advocacy
Richard J. Hughes Justice Complex, Trenton, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the limited supervision of a Program Specialist 3, State Office of Victim Witness Advocacy (SOVWA) or other supervisory official in the Division of Criminal Justice (the Division), performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the State Office of Victim Witness Advocacy; conducts the research and field work necessary to meet the needs of crime victims and witnesses; works closely with crime victims and witnesses in Division cases and assists with navigation of the criminal justice system; assists with Victims of Crime Compensation Office applications; informs interested parties of case status; compiles materials for review and legal hearings; investigates information on applications or other documents when providing direct victims' services and/or internal tracking; performs data entry, photocopying, scanning and answering phones; attends court appearances and victim and witness meetings; facilitates and coordinates trainings/programs; works in various databases; assists in email distribution to various entities; works collaboratively on criminal cases with attorneys, detectives, staff, and various partner agencies; ensures compliance with statutes, guidelines and directives concerning victim and witness issues; liaison for Sexual Assault Response Teams and Forensic Nurse Examiner programs and ensures compliance with best practices and Attorney General Guidelines and Directives; performs other related duties as required.

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

PREFERENCE: Preference will be given to candidates who possess excellent organization and communications skills; who are bilingual in Spanish and English; and who have extensive experience working with crime victims and witnesses.

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.

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-146 and a current resume on or before the closing date of April 30, 2021 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.

