



## State of New Jersey

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

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*Governor*

TAHESHA L. WAY  
*Lt. Governor*

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*Attorney General*

ERIN ZIPPEL  
*Chief Administrative Officer*

**April 24, 2025**  
**NOTICE OF JOB VACANCY**  
**#25-130**

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

**TITLE:** Agency Services Representative Trainee  
**SALARY:** \$35,215.95  
**LOCATION:** [Division of Violence Intervention and Victim Assistance](#)  
Victims of Crime Compensation Office - Claims Information Unit  
50 Park Place  
Newark, NJ 07102

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under the close supervision of a supervisory official in a state department, agency, or institution, learns to perform front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information at [info.csc.nj.gov/jobspec/56348.htm](http://info.csc.nj.gov/jobspec/56348.htm).

### **REQUIREMENTS**

**SPECIAL SKILL:** Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

**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.

**PROMOTION:** Applicants who successfully complete the six (6) month training period will be eligible for promotion to the title of Agency Services Representative 1 – Bilingual in Spanish and English in accordance with Civil Service Commission procedures. *The inability of an employee in a trainee title to successfully attain a level of performance warranting advancement shall be considered cause for separation.*

**PREFERENCE:** Preference will be given to candidates with experience working in the fields of anti-violence, social justice, victims'/survivors' rights, and/or trauma-informed services.

**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 below. For more information on the SAME Program please email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations are based upon the 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.

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 upload a cover letter indicating interest in job vacancy announcement #25-130, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator using the following [link](#) on or before the closing date of **May 8, 2025**. *Applications will not be accepted via email.*

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.



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