

Class Concept

This is professional and consultative work in providing technical assistance to state and local law enforcement agencies statewide regarding the Office of Victims Compensation. Employees are responsible for researching and developing information to provide to law enforcement to assist victims of crime in conjunction with the Victims of Crime Act. Work involves contact with law enforcement agency staff (detectives, investigators, officers, victim assistant coordinators, and records staff) to complete investigations of crimes in which victims sustained an injury as a result of criminal injurious conduct. Work involves maintaining a high degree of visibility among law enforcement personnel and constituent groups to promote program services. Employees serve as a statewide contact point for the gathering of investigative information from law enforcement to complete recommendations of award or denial for submitted claims. Work also includes a liaison role between the law enforcement agency, the division, and other State agencies. Work involves the investigation of claims submitted for resolution through the Victim Compensation fund to verify the legitimacy of claims, detect fraud, and verify submitted law enforcement information. Employees represent the Victim Compensation Commission in court for appealed claims.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of the Criminal Justice System and established standards and guidelines.
- Working knowledge of the local government organizational structure and geographic location within the State.
- Working knowledge of business methods, principles and techniques within work processes.
- Ability to research and extract information.
- Ability to plan, organize, and develop a variety of program components for presentation.
- Ability to express oneself in oral and written form.
- Ability to establish and maintain effective working relationships within a variety of contact areas.

Minimum Education and Experience

Bachelor's degree in Criminology, Criminal Justice, or one of the social sciences, preferably including coursework in research, methodology, from an appropriately accredited institution and three years of experience in the criminal justice field; or an equivalent combination of education and experience.