



STATE OF NEW JERSEY

In the Matter of Devonia J. Bennett,  
Clerk 4 (PM1988T), Willingboro  
Township

FINAL ADMINISTRATIVE  
ACTION  
OF THE  
CIVIL SERVICE COMMISSION

CSC Docket No. 2016-2698

Examination Appeal

ISSUED: DEC 1 2 2016 (JET)

Devonia J. Bennett appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirement for the promotional examination for Clerk 4 (PM1988T), Willingboro Township.

The subject examination was announced with a closing date of October 21, 2015 with specific requirements that had to be met as of the closing date. (see attached). It is noted that the examination was cancelled on February 11, 2016, since the appellant, the only applicant, was found ineligible for the examination.

A review of the application reveals that she indicated that she possesses experience as a Clerk 3 from December 2012 to the closing date, October 2015. She also indicated on the application that she served as a Clerk 2 from August 2007 to December 2012. Official personnel records reveal that the appellant served as a provisional Clerk 4 from July 2015 to the closing date, as a Keyboarding Clerk 2 from December 2012 to July 2015, and as a Clerk 1 from May 28, 2008 to December 2012. Agency Services credited the appellant with eight years and three months of applicable clerical experience, and with four months of applicable experience at the Clerk 3 level. Accordingly, Agency Services determined that the appellant lacked eight months of experience at the Clerk 3 level.

On appeal, the appellant provides clarifying information indicating, among other things, that she is currently performing applicable duties while serving provisionally in the title under test. The appellant states that her duties include, among other things, coordinating activities for her unit, overseeing office functions,

and preparing reports. Moreover, the appellant contends that she has sufficient clerical experience to qualify her for the examination.

Official personnel records indicate that the appellant continues to serve provisionally in the subject title.

### CONCLUSION

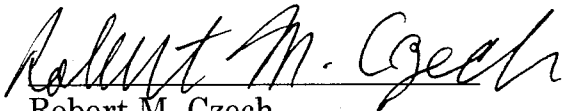
*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive announcement by the closing date. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause in a particular situation. Initially, it is noted that Agency Services correctly credited the appellant with eight years and three months of applicable clerical experience, and four months of applicable experience at the Clerk 3 level. However, a review of the record indicates that the appellant continues to serve provisionally in the title of Clerk 4. The appellant now has enough applicable experience based on this service. Under these circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) and accept the appellant's provisional experience after the closing date, for eligibility purposes only, and to admit her to the examination.

### ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded and the appellant's application be processed for prospective employment opportunities only.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 7<sup>th</sup> DAY OF DECEMBER, 2016



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c: Devonia Bennett  
Joanne Diggs  
Scott Nance

NEW JERSEY CIVIL SERVICE COMMISSION  
COUNTY AND MUNICIPAL GOVERNMENT SERVICES



\$25.00 PROCESSING FEE RE  
Make Check/Money Order Payable to

**PROMOTIONAL ANNOUNCEMENT**

SYMBOL: **PM1988T**

WEIGHT CODE: \*

TITLE: **CLERK 4**

SALARY: **\$39,900.00 - \$66,765**

ISSUE DATE: **October 01, 2015**

CLOSING DATE: **October 21, 2015**

TITLE CODE: **03859/ VYRCR4**

JURISDICTION CODE: **T03380003**

JURISDICTION: **WILLINGBORO TWP**

DEPARTMENT: **GENERAL GOVERNMENT**

Visit [www.state.nj.us/csc](http://www.state.nj.us/csc)  
And select "Job Announcements"  
to view this announcement and to file an application

**Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the date and are currently serving in the following title(s):**

**Clerk 3 02773  
Clerk 3 Bilingual in Spanish and English 02774**

**Or to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:**

Experience: Three (3) years of experience in clerical work; one (1) year of which must have been performing duties at or equivalent Clerk 3 level.

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. The responsibility for ensuring that employees possess required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**IMPORTANT INFORMATION**

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for this title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE: THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff).
6. **If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: [OAS.support@csc.state.nj.us](mailto:OAS.support@csc.state.nj.us) or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.**

DPF-256A \* Revised 03/09