

B-16



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Chelsea Atkinson,  
Assistant Animal Control Officer  
(C0654U), Gloucester County

Examination Appeal

CSC Docket No. 2017-1883

ISSUED: FEB 14 2017 (RE)

Chelsea Atkinson appeals the decision of the Division of Agency Services (DAS) which found that she lacked the required license for the examination for Assistant Animal Control Officer (C0654U), Gloucester County.

The subject examination was announced with a closing date of September 9, 2016, and was open to residents of Gloucester County who met the requirements of possession of a current, valid certificate as an Animal Control Officer issued by the New Jersey Department of Health and Senior Services. The announcement instructed applicants to upload a copy of this certificate with their application, and indicated that failure to do so would result in ineligibility. The appellant, an Animal Attendant with the Gloucester County animal shelter, was found ineligible for failure to possess the required license. The announcement was processed as an unassembled examination, with all candidates receiving the same score. Two candidates appear on the eligible list, but no appointments have yet been made.

On appeal, the appellant explained that she possesses the required license and she provides a copy.

N.J.A.C. 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date.

CONCLUSION

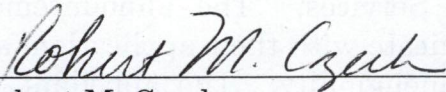
The announcement for the subject examination noted that applicants must upload a copy of the certificate with the application or be found to be ineligible. The appellant indicated on her application that she took the courses to become an Animal Control Officer, but she did not indicate that she possessed the certification, nor did she provide a copy of it. Basically, the appellant failed to follow the instructions regarding her application. Nevertheless, she provided the required certification on appeal, and the current list is incomplete. Accordingly, she should be admitted to the subject examination and her name should be added to the list for prospective employment opportunities only. For any future positions in which she might be interested, the appellant is cautioned that she should complete her application and provide all requested information.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be admitted to the examination for Assistant Animal Control Officer (C0654U), Gloucester County 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 8<sup>th</sup> DAY OF FEBRUARY, 2017



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