



STATE OF NEW JERSEY

In the Matter of Jessa Buenzle,
Gloucester County Sheriff's Office

CSC Docket No. 2025-899

**FINAL ADMINISTRATIVE ACTION
OF THE CHAIR/
CHIEF EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION**

Classification Appeal

ISSUED: January 21, 2025 (SLK)

Jessa Buenzle appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Gloucester County Sheriff's Office is Senior Execution Clerk. The appellant seeks an Executive Assistant classification.

The record in the present matter establishes that the appellant's permanent title was Execution Clerk. The appellant sought reclassification of her position, alleging that her duties were more closely aligned with the duties of an Executive Assistant. The appellant reported to Jonathan Sammons, County Sheriff.¹ In support of her request, the appellant submitted a Position Classification Questionnaire (PCQ) detailing the duties that she performed as an Execution Clerk. Agency Services reviewed and analyzed the PCQ and all information and documentation submitted. Agency Services found that the appellant's primary duties and responsibilities entailed, among other things: overseeing clerical staff to ensure tasks and duties of the Gloucester County Sheriff's Office are executed accurately and promptly; organizing and conducting meetings as necessary to address issues and communicate expectations to clerical staff; preparing, overseeing, and maintaining execution records, as well as implementing and enforcing office policies and procedures for the Foreclosure Unit; entering daily attendance and payroll into database systems; collecting data for various State and federal grants on behalf of

¹ Carmel Morina is the current Gloucester County Sheriff.

the Sheriff's Office to aid in securing funding for necessary supplies; organizing the collections of civil process files and executing proper procedures for retaining and destroying files in accordance with the State's record retention schedule; and collecting and inputting all overtime slips for officers, while also ensuring all staff adhere to their contracts for compensation. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Senior Execution Clerk.

On appeal, the appellant asserts that she believes her duties exceed those of a Senior Execution Clerk. She states that she plays a key role within multiple units in the Sheriff's Office and has taken on new responsibilities since her last promotion. The appellant presents that since she began her employment in the Sheriff's Office in 2015, she has increased the efficiency in the way sales are handled throughout the office while adapting to legislative changes that have changed the Sheriff Office's process, created directives for staff to follow, and updated the public regarding new procedures. She notes that as a supervisor, she has the duty to ensure staff are informed about legislative changes that affect the Civil Process Units. The appellant indicates that she regularly attends the State's Civil Process meeting to stay informed about relevant upcoming legislation.

Moreover, the appellant explains that she has become familiar with all the units in the division, which has led her to create new procedures for other units as well. She states that she has created a file of detailed notes for all processes for each unit's tasks covering data entry, specific instructions for unique situations, and how to properly close out and store all files. The appellant indicates that while all employees were specifically trained for their respective units, she created a manual so that staff members would have access to adequately perform all functions in the Civil Process Division in the absence of another employee. She provides that as the supervisor of all clerical duties in the office, she screens potential new hires, conducts interviews, and participates in the selection of new employees. Additionally, the appellant trains and evaluates new hires.

The appellant also highlights that she recently added the responsibility of being the sole payroll clerk for the Sheriff's Office, which consists of approximately 115 employees with titles adhering to multiple contracts. She presents that after two years in this role, she has implemented procedures to make processes more efficient and organized, while also organizing the physical records that the office maintains. The appellant emphasizes that she has taken on this new duty while still maintaining all the other responsibilities that she holds. She notes that these new duties require her to be a liaison between the Sheriff's Office and County Administration regarding employee needs, budgetary requirements, and confidential communications. Further, the appellant states that she acts as a liaison for multiple outside

organizations when it comes to grant applications and wage reimbursements from certain task forces.

In addition to bi-weekly payroll duties, the appellant provides that she is solely responsible for contributing to the operations budget regarding salary and wages. She indicates that this duty requires analyzing current salaries and hours worked and making projections for the future alongside the administration to ensure proper funding for the following fiscal year.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the Senior Execution Clerk job specification states:

Under direction, performs highly responsible and specialized clerical work involving the issuing, processing, and execution of legal writs and has charge of a small clerical unit; does other related work.

The definition section of the Executive Assistant job specification states:

Under direction, acts as staff and personal representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations by employing accepted techniques of management; does other related duties as required.

In this matter, a review of the definition section of the job specifications for the subject titles indicates that the key distinguishing characteristics between the two titles is that an Executive Assistant acts as a staff and personal representative for assisting in the execution of department functions while a Senior Execution Clerk oversees clerical work. In reviewing the appellant's PCQ, Agency Services' findings of the appellant's primary duties, and the appellant's appeal, the appellant's primary duties involve overseeing clerical work. Initially, those duties involved overseeing the Sheriff's Sale Unit's clerical duties and has expanded to involvement in other units including overseeing and/or performing the clerical duties for the payroll unit. Therefore, Senior Execution Clerk is the best classification for her position. The fact that some of an appellant's assigned duties may compare favorably with some examples of work found in the Executive Assistant job specification is not determinative for classification purposes, since, by nature, examples of work are

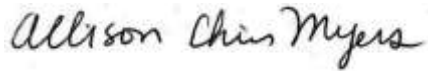
utilized for illustrative purposes only. Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized. Concerning the appellant's comments about her involvement in new units and how well she performs her duties and the impact that those duties have had on the Sheriff's Office, how well or efficiently an employee does her or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as *positions*, not employees are classified. See *In the Matter of Debra DiCello* (CSC, decided June 24, 2009).

ORDER

Therefore, it is ordered that this appeal be denied.

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

DECISION RENDERED BY THE
THE 21ST DAY OF JANUARY, 2025



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Chair/Chief Executive Officer
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