



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Terry Blanchette,
Keyboarding Clerk 3 (PC2650W),
Ocean County

Examination Appeal

CSC Docket No. 2019-1435

ISSUED: JANUARY 18, 2019 (HS)

Terry Blanchette appeals the cancellation of the promotional examination for Keyboarding Clerk 3 (PC2650W), Ocean County.

The announcement for the subject examination issued on October 1, 2018 with a closing date of October 22, 2018. The announcement required, among other things, payment of a \$25 application processing fee. The status of the appellant's application in agency records as of October 3, 2018 was pending as the payment selection had not been completed. The examination was thereafter cancelled on the basis that there were no applications.

On appeal to the Civil Service Commission (Commission), the appellant maintains that on October 3, 2018, she submitted an online application for the subject examination with the application processing fee and received no indication of a problem with payment at that time. In support, she submits a copy of her application and a printout of the online "Payment Verification" page from State of New Jersey Payment Processing Services dated October 3, 2018. The page indicates a "Transaction Summary" of \$25 in examination fees; the appellant's billing information; and a "Payment Method" section, which includes the appellant's name, the credit card type and redacted credit card and card verification numbers. It is noted that the page does not include any button to be clicked to further confirm and submit payment. It is also noted that the appellant was provided with an opportunity to submit a statement from her financial institution showing payment being taken from her account, but she did not submit any further information.

CONCLUSION

N.J.A.C. 4A:4-2.17 provides, in pertinent part, that unless the fee is reduced because the applicant is a veteran, a \$25.00 processing fee shall be charged for each promotional examination application and that applications received without a fee shall not be processed. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation.

In this matter, the appellant's belief that she had made full payment for the subject examination based on the "Payment Verification" page was a reasonable one. In this regard, the page indicates a "Transaction Summary" of \$25 in examination fees. Moreover, it contains redacted credit card information and no button to be clicked to further confirm and submit payment. Nevertheless, there is no evidence in the record that the appellant's credit card was in fact charged. Therefore, under these circumstances, the Commission finds that the appropriate remedy is to permit the appellant to now make payment and to have her application be processed provided she makes the payment. This remedy is limited to the specific circumstances of this case and shall not be utilized as a precedent in any other proceeding.

ORDER

Therefore, it is ordered that Terry Blanchette make the required \$25 payment to the Division of Agency Services for her examination within 30 days of the issue date on this decision. The payment is to be in the form of a check or money order made payable to "NJCS." Upon receipt of payment, the cancellation of the examination shall be rescinded, and the appellant's application shall be processed for prospective employment opportunities. If the appellant fails to submit the required payment within 30 days of the issue date on this decision, she will not be entitled to have her application be processed.

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 16TH DAY OF JANUARY, 2019



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