

of a Certificate of Proficiency, Data Entry, dated January 31, 2006 wherein it indicates he performed 97 key strokes per minute with an error rate of 2.54% or less. He also submits a Certificate of Proficiency, Typing, dated October 27, 2005 indicating a typing proficiency of 40 words per minute. Both of these certifications were awarded from the Civil Service Commission. He also submits a Certificate in Business Office Administration awarded from the Essex College of Business, dated February 3, 1988.

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

At the outset, it is noted the announcement indicated that applicants would be required to demonstrate proficiency in keyboarding or typing. Thus, the proficiency certificates provided by the appellant have no bearing on his eligibility, which is based on satisfying the experience requirement. Once the experience requirement is met, the appellant would be required to demonstrate his proficiency. However, demonstration of proficiency is not the initial factor in eligibility determinations.

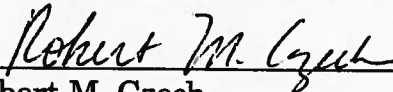
For his position as a Data Entry Operator, the appellant indicated that his duties were to input and verify data on a personal computer. For the second position, Processing Clerk, the appellant indicated that he processed payments for all Verizon customers manually, and some with the use of a computer. As a Markup Clerk, the appellant indicated that he accurately keyed-in change of addresses on post office mail using a personal computer, and rerouted letters and parcels to new addresses. An analysis of these duties shows that, for the first and third positions, the appellant was performing data entry, but was not producing documents such as letters, memos, reports, charts, forms and other materials. Although his experience does not precisely mirror the requirements, taken as a whole, the appellant accrued at least one year of keyboarding experience while in these titles. Based on these unique circumstances, the Commission will accept the appellant's experience and admit the appellant for prospective appointment only.

ORDER

Therefore, it is ordered that this appeal be granted.

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 19th DAY OF NOVEMBER, 2014**



Robert M. Czech
Chairperson
Civil Service Commission

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