

years of experience working as a Law Guardian Investigator, during which time she prepared court documents. She states that her education should satisfy the substitution clause for experience. Lastly, she provides copies of her transcripts and her resume, on which is listed her experience as a Law Guardian Investigator.

Ms. Clark indicated that she possessed an Associate's degree and she listed one position on her application, Secretarial Assistant 1, Non-stenographic. This experience was accepted and Ms. Clark was found to be lacking four months of applicable experience. On appeal, the appellant argues that on her application, she listed different positions from Principal Account Clerk to Secretarial Assistant II, and she presently holds the title of Secretarial Assistant I, for Hudson County Public Defender's Office which is equivalent to Municipal Court Administrator. She states that she is, in essence, an office manager, overseeing the overall operations of the office and Court, and supervising 12 clerical secretaries and 26 attorneys. She provides a copy of her resume.

Ms. Cortes indicated that she possessed a Bachelor's degree and she listed five positions on her application: Fluorescence Optical Test Engineer, Public Safety Officer with University of Medicine and Dentistry of New Jersey (UMDNJ)/Rutgers, Sergeant with the New Brunswick Parking Authority, Community Service Officer with Rutgers University, and Research Assistant/Translator/Administrative Worker (part time, 32 hours per week) with UMDNJ/Rutgers. None of this experience was accepted and this appellant was found to be lacking one year of applicable experience as well. On appeal, the appellant argues that she possesses a Bachelor's degree and seven years of experience in New Brunswick Parking Authority where she held a position as a Sergeant and networked with the New Brunswick Police Department, UMDNJ Police, Rutgers Police, NJT Police and Amtrak Police. She provides her resume.

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

In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). As to Ms. Chaplin's experience, a review of the duties of the first three positions indicates that they are in the field of teaching and inapplicable. For her Investigator Public Defender position, which she also refers to Law Guardian Investigator, she indicated that she composed structured reports based on child-client interviews and their caregivers, which highlighted the needs of the child; scheduled interviews and completed reports within the court's schedule; and accommodated last-minute attorney requests. This description does not have the announced experience

requirement as the primary focus, as it does not include the preparation and/or processing of legal documents. The writing of reports of investigative findings is limited to a narrow focus and does not encompass the scope of legal documents that may be necessary in a municipal court. As such, Ms. Chaplin lacks one year of required experience.

Ms. Clark listed one position on her online application, Secretarial Assistant 1. On appeal, she claims that she submitted her application with additional positions such as Principal Account Clerk and Secretarial Assistant 2. In this regard, the online application process is automated and provides instructions to candidates on how to properly complete their applications. When an applicant clicks on the payment tab to submit their online application, they receive a warning message that once they submit their online application and fee, they cannot go back to the application to add or modify information. They also certify that the application is complete and accurate, and any changes or additional information must be emailed to the Civil Service Commission by the announced closing date. The appellant provided only one position on her application, and pursuant to *N.J.A.C. 4A:4-2.1(f)*, any documentation indicating work in any setting that was not previously listed on an application or resume cannot be considered after the closing date. See *In the Matter of Joann Burch, et al.* (MSB, decided August 21, 2003) and *In the Matter of Rolanda Alphonso, et al.* (MSB, decided January 26, 2005). The appellant submits her resume on appeal, almost four months after the closing date, listing additional positions. This is considered to be supplemental information, and cannot be accepted. Ms. Clark's one position listed on her application was accepted, and it amounted to eight months of experience. Per the substitution clause, Ms. Clark lacks four months of required experience.

Ms. Cortes' positions as Fluorescence Optical Test Engineer and Research Assistant/Translator/Administrative Worker are clearly inapplicable. Her positions as a Public Safety Officer with UMDNJ/Rutgers, Sergeant with the New Brunswick Parking Authority, and Community Service Officer with Rutgers University included duties that were not related to the administrative operation of a court, law enforcement agency, law office, or government agency. Rather, she was working for universities or a parking authority in these positions. In addition, her duties as a Sergeant did not include the preparation and/or processing of legal documents. Preparation of incident, case, and inspection reports are not at the scope of legal documents and are limited to a specific area. The appellant lacks one year of qualifying experience.

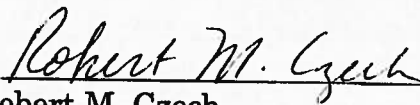
An independent review of all material presented indicates that the decisions of the DSS that the appellants did not meet the announced requirements for eligibility by the closing date are amply supported by the record. The appellants provide no basis to disturb these decisions. Thus, the appellants have failed to support their burden of proof in these matters.

ORDER

Therefore, it is ordered that these appeals 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
CIVIL SERVICE COMMISSION ON
THE 6th DAY OF NOVEMBER, 2014**



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