

in the capacity of a Keyboarding Clerk 2 for several months. She highlights that she has been employed with the Atlantic City Police Department Accident Unit for nine years and has been the primary clerical support for all personnel assigned to this unit. She performs secretarial duties for staff and serves as custodian of records for the division. She is also in constant contact with third parties who are involved in car accidents. She notes that she has been employed by Atlantic City since 1990 performing clerical and record keeping tasks. She indicates that she possesses a Bachelor's degree in Office Administration and lists the major duties that she performed for this promotional title.

CONCLUSION

N.J.A.C. 4A:4-2.1(e) provides, in pertinent part, that applications for open-competitive and promotional examinations should be filed no later than the announced filing date for filing applications. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) provides that the Civil Service Commission (Commission) may relax a rule for good cause to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, Selection Services correctly determined that the appellant was not eligible for the subject examination as none of her experience was listed in her application. The importance of submitting a properly completed application that includes all of the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Selection Services can make the initial determination whether to admit or reject an applicant. Selection Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner.

Although *N.J.A.C.* 4A:4-2.1(f) proscribes the amendment of an application after the closing date, the Commission notes several circumstances present that provide good cause to permit the appellant to amend her application in this particular matter. The closing date for the subject examination was November 21, 2013 and was open to employees who had one year of continuous permanent service as of the closing date and currently served in the in-line title of Keyboarding Clerk1 and other in-line titles. Selection Services' OAS indicates that her initial application was received on November 9, 2013, but her application did not list her experience. Upon reviewing her printed copy for her records, she realized that her entire application was not received by Selection Services. Thereafter, she contacted Selection Services and was advised to mail in the missing information. Selection Services did receive a document from the appellant labeled, Supplement to Original Application, that lists her Keyboarding Clerk 2 title. The Commission notes the document states that the symbol for the subject examination as (PM11951R) when in fact the correct symbol is (PM1951R). The document also has an electronic stamping of November 12, 2013. The OAS records indicate that this supplemental document

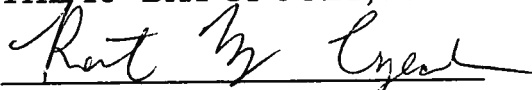
was received by Selection Services on January 15, 2014. Consequently, it is unclear if Ms. Sykes submitted her supplemental document prior to the closing date or if it was not submitted until after the closing date. However, it is clear that the appellant did initially submit her application prior to the closing date and when she did learn that all of her information did not go through, she attempted to provide the missing information to Selection Services. Further, personnel records confirm that Ms. Sykes has the required experience as a Keyboarding Clerk 1. Moreover, the Commission notes that the dual purpose of the Civil Service system is to ensure efficient public service for State and local governments and to provide appointment and advancement opportunities to Civil Service employees based on their merit and abilities. These interests are best served when more, rather than fewer, individuals are presented with employment opportunities. *See Communications Workers of America v. New Jersey Department of Personnel*, 154 N.J. 121 (1998). In this regard, the Commission is satisfied that her Keyboarding Clerk 1 experience from June 2006 to the November 2013 closing date warrants her admission to the subject examination. Accordingly, good cause is established to relax the provisions of N.J.A.C. 4A:4-2.1(f) and admit the appellant to the subject examination. It is noted that this determination is limited to the instant matter and does not provide precedent in any other matter.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed 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 16th DAY OF JULY, 2014



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Henry Maurer
Director
Division of Appeals and
Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P.O. Box 312
Trenton, New Jersey 08625-0312

Attachment

c: Patricia Sykes
Dan Hill
Joseph Gambino

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PM1951R

WEIGHT CODE: *

TITLE: KEYBOARDING CLERK 2

SALARY: \$27,136.00

ISSUE DATE: November 01, 2013

CLOSING DATE: November 21, 2013

TITLE CODE: 03256@ WRFAR4

JURISDICTION CODE: C01020010

JURISDICTION: ATLANTIC CITY

DEPARTMENT: PUBLIC SAFETY

RETURN COMPLETED APPLICATIONS TO: **ONLY ON LINE APPLICATIONS
WILL BE ACCEPTED
FOR THIS ANNOUNCEMENT**

Open to employees in the non-competitive division who have an aggregate of one year of continuous permanent service as of the closing date and are currently serving in the following in-line title(s) and who meet the requirements listed below:

**Clerk 1
Keyboarding Clerk 1 01268
Keyboarding Clerk 1 Bilingual in Spanish & English 01271**

Experience: One (1) year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials.

Note: Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for the experience requirement indicated above. Coursework must include keyboarding/typing skills, methods, and procedures; other courses may include, but not be limited to, office procedures, word processing, and business English. You must attach a copy of your transcript, or a list of the applicable courses and credits you have completed, to your application. If you attach a list of courses, you must provide the following information: course title, number of credits earned, name of accredited college/university, and course description. Failure to do so will result in rejection from the examination process.

Note: Applicants will be required to demonstrate proficiency in keyboarding or typing.

Note: A five-minute qualifying typing test (scored on a pass/fail basis) may be scheduled or administered during the interview process. If you have a current typing proficiency certificate you should attach a copy to your application. Applicants who have taken a typing test administered by the Civil Service Commission(CSC) or an approved representative of the CSC and have been issued a scoring report indicating a passing score, or a proficiency certificate, are not required to be tested again. Candidates will be graded on a scale based on the number of errors made. The minimum acceptable typing speed is 40 net words per minute. Net words equals total words per minute minus errors. Keyboards will be provided.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle rather than employee mobility, is necessary to perform the essential duties of the position. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. **YOU MUST COMPLETE YOUR APPLICATION IN DETAIL.** Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title **SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.**
5. Applications must be postmarked by 11:59 pm on the closing date or application filing deadline listed above, or must be hand-delivered to the Civil Service Commission no later than 4:00pm on the closing date or application filing deadline listed above.
6. In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list. **PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES.** (i.e. Police, Fire, Corrections and Sheriff)
7. **SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED!** You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" at the top of the announcement. You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an **immediate** receipt confirmation!

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