

B-29 CSC



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Jason Koellhoffer,  
Sheriff's Officer (S9999M), Morris  
County

List Removal

CSC Docket No. 2015-4

ISSUED: FEB 05 2015 (HS)

Jason Koellhoffer appeals the removal of his name from the Sheriff's Officer (S9999M), Morris County eligible list on the basis that he failed to respond to the notice of certification.

The appellant took the open competitive examination for Sheriff's Officer (S9999M), achieved a passing score and was ranked as a non-veteran on the subsequent eligible list. The eligible list promulgated on June 10, 2011 and expired on May 1, 2014.<sup>1</sup> The appellant's name was certified by the appointing authority on October 8, 2013. In disposing of the certification, the appointing authority requested the removal of the appellant's name on the basis that he failed to respond to the notice of certification.

On appeal to the Civil Service Commission, the appellant argues that he responded to the notice of certification by mail one day after receiving it. The appellant states that he did not hear from the appointing authority for some months. After initially being advised not to reach out to the appointing authority, the appellant contacted the appointing authority to inquire about the status of the certification. At that time, the appointing authority informed the appellant that it had not received his response to the notice. The appellant, despite being provided

<sup>1</sup> In *In the Matter of Entry Level Law Enforcement Exam (S9999M)* (CSC, decided June 5, 2013), the Civil Service Commission extended the June 11, 2013 expiration date of the eligible list until the eligible list for Entry Level Law Enforcement Exam (S9999R) became available.

**Inquiries  
and  
Correspondence**

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

**c. Jason Koellhoffer  
Edward Rochford  
Kenneth Connolly**