

CSC
B-101



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Sharon Bestine,
Keyboarding Clerk 2 (PM0377S),
Point Pleasant

CSC Docket No. 2015-1069

Examination Appeal

ISSUED: FEB 0 5 2015 (BS)

Sharon Bestine appeals the determination of the Division of Selection Services which found that she did not meet the requirements for the promotional examination for Keyboarding Clerk 2 (PM0377S), Point Pleasant.

The promotional examination at issue was announced with experience requirements which had to be met as of the announced closing date of March 21, 2014. Specifically, all applicants had to possess one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. The announcement also stipulated that the 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 could 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. Records indicate that the promotional examination was cancelled on October 17, 2014 due to a lack of qualified applicants.

The appellant filed an application on which she indicated that she possessed 27 credits in Liberal Arts plus experience as a provisional Keyboarding Clerk 2

(7/02 to the closing date).¹ This was the only position and job description provided by the appellant on the application she submitted. The Division of Selection Services concluded that the appellant possessed a lot of clerical experience but no typing work was described. As a result, the Division of Selection Services found the appellant ineligible for the subject promotional examination.

On appeal, the appellant asserts that she satisfies the subject requirements. The appellant argued that she used office equipment, and her job responsibilities include typing, among other functions.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

As of the closing date, the appellant possessed one year and three months of experience as a provisional Keyboarding Clerk 2. However, on appeal, the appellant indicated that her duties have included typing and word processing for the purposes of preparing correspondence, addressing envelopes, memoranda, contracts, and minutes in excess of the two years required. However, the appellant failed to adequately explain her previously held titles or duties as a provisional Keyboarding Clerk 2 on her original application which led to her initial ineligibility. The Commission notes that, on appeal, the appellant clarified her duties as a provisional Keyboarding Clerk 2 and those duties are consistent with the subject requirements. Additionally, the appellant performed these duties in all of her career service positions and possessed more than the required one year of experience as of the subject closing date. Additionally, the appellant is the provisional appointee, she continues to serve provisionally in the subject title and the subject promotional examination was cancelled due to a lack of qualified applicants. Accordingly, the Commission accepts the appellant's clarification of her duties as a provisional Keyboarding Clerk 2 which will allow her the opportunity to be tested and compete for a permanent appointment to the subject title.

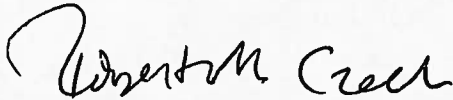
ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, and the appellant's application be processed as soon as possible.

¹ Civil Service Commission records indicate that that her career service titles for this period were Clerk 1, Assessing Clerk, and Payroll Clerk. The appellant was appointed provisional Keyboarding Clerk 2 effective January 1, 2013.

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 4TH DAY OF FEBRUARY, 2015**



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