

B-61



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Mary Griffin,
Secretarial Assistant 3
Non-Stenographic (S0561S),
Statewide

Examination Appeal

CSC Docket No. 2015-1749

Corrected

ISSUED: APR 15 2015

(RE)

Mary Griffin appeals the determination of the Division of Selection Services (DSS)¹ which found that she did not meet the experience requirements for the open competitive examination for Secretarial Assistant 3 Non-Stenographic (S0561S).

The subject examination announcement was issued with a closing date of July 16, 2014 and was open to residents of New Jersey who met the announced requirements. These requirements included three years of experience in secretarial and administrative clerical work. Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for one year of the required experience. Course work must have included typing skills, methods and procedures; other courses could include but not be limited to, office procedures, word processing and business English. The appellant was found to be ineligible based on a lack of experience. The examination was given to 52 candidates on February 19, 2015, and the results are not yet available.

Ms. Griffin listed one position on her application, Technical Assistant 3. This experience was not acceptable, and she was found to be lacking 3 years of qualifying experience. On appeal, Ms. Griffin argues that she performed the duties of a Secretarial Assistant 1, as she has been working out-of-title. She states that she does not understand it, nor what to do about it, but that she has been performing

¹ The eligibility unit is currently within the Division of Agency Services (DAS).

the duties of a Secretarial Assistant 1 in her Technical Assistant 3 title. She states that she had received a letter (not provided) which stated that she had ten years of experience working out-of-title. She states that this letter said she has the required education but lacked a few months of experience. As a result, she states that she has been held in a position where she cannot be promoted.

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 the current matter, the appellant refers to a letter regarding ten years of working out-of-title, but she did not provide a copy of it. DSS was contacted regarding Ms. Griffin's claim that she received a letter that she had been working out-of-title. It provided a letter which it sent to the appointing authority on March 19, 2012 regarding a request for the evaluation of Ms. Griffin's experience for the Principal Clerk Typist title. The experience requirement for that title was two years of keyboarding experience in the operation of manual and/or electronic typewriters which shall have included clerical work containing a relatively large proportion of difficult tasks. For that review, DSS found that Ms. Griffin did not possess two years of this experience but had only seven months of acceptable applicable experience. However, it found that she had nine years and 11 months of out-of-title work as a Principal Clerk Typist.

The current examination is not for Principal Clerk Typist but is for Secretarial Assistant 3 Non-Stenographic, which has a different set of experience requirements. Based on an application she provided in 2012, the appellant was primarily performing administrative clerical work since November 2000. On the pre-evaluation application, the appellant had indicated that her duties were to track daily attendance of staff, format and edit letters and reports, type letters, log information into a data base to create licenses, copy documents, process incoming and outgoing mail, upload reports, and track a tickler file. For her current application, the appellant adds additional duties which were not evident on her application filed in March 2012. These duties include setting up a schedule for seminars and trainings for her supervisor and one other staff member, processing travel arrangements and travel vouchers, creating pamphlets for nutritional services, and making copies to maintain and update documents and magazines in the library. These new duties contain some aspects of secretarial work. Based solely on the duties and dates of employment listed on her application, from October 2001 to the July 2014 closing date, the appellant meets the experience requirement. As such, the appellant should be scheduled for a make-up examination.

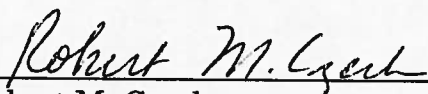
Lastly, if the appellant believes she is working out-of-title, she must contact the Division of Agency Services to request a classification review of her position.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant be provided with a make-up examination.

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
THE 1st DAY OF APRIL, 2015**


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**

**c: Mary Griffin
Kelly Glenn
Kenneth Connolly**