

B-341



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION  
OF THE  
CIVIL SERVICE COMMISSION

In the Matter of Janice Clark and  
William Russo, Secretarial Assistant  
1 Non-Stenographic (S0363S),  
Statewide

Examination Appeals

CSC Docket Nos. 2015-2436 and  
2015-1568

ISSUED: **APR 16 2015** (SLK)

Janice Clark and William Russo appeal the determinations of the Division of Selection Services<sup>1</sup> (Selection Services) that they did not meet the experience requirements for the open competitive examination for Secretarial Assistant 1 Non-Stenographic (S0363S), Statewide.

The examination at issue was announced with specific requirements that had to be met as of the May 20, 2014 closing date (see attached). 326 individuals applied for the examination. Additionally, an assembled examination was administered on February 19, 2015 that resulted in a list of 79 eligibles with an expiration date of March 25, 2018. Further, a qualifying typing test will be scheduled or administered during the interview process. Certification OS150204 has been issued to the Office of the Public Defender and its disposition is due June 27, 2015.

Ms. Clark indicated on her application that she was provisionally serving in the subject title for the Office of the Public Defender from October 2013 to the May 20, 2014 closing date. Personnel records indicate that she was provisionally serving in the subject title from October 2013 to the May 20, 2014 closing date, a Clerk Typist from December 2012 to October 2013, a Secretarial Assistant 2 from December 2006 to December 2012, a Judiciary Clerk 3 from December 2000 to December 2006, a Principal Clerk Typist from September 2000 to December 2000, a Principal Library Assistant from August 1999 to September 2000, and an

<sup>1</sup> This function is now part of the Division of Agency Services.

Institutional Trade Instructor 2 from January 1997 to July 1998. She also indicated that she completed a clerical training program. Selection Services credited her for the clerical training program and eight months of experience based on her provisional service in the subject title, but determined that she lacked three years and four months of experience as she did not indicate any other experience on her application and did not submit a resume.

Mr. Russo indicated on his application that he was a Secretarial Assistant 1/Office Manager/Unit Secretary for Ramapo College from July 2010 to the May 20, 2014 closing date, a Secretarial Assistant 3/Office Assistant for Ramapo College from November 2008 to July 2010, a Secretarial Assistant 3/Testing Technician for Ramapo College from January 2008 to November 2008, and a Support Services Representative 1/Office Assistant for Ramapo College from March 2006 to December 2007. Personnel records indicate that he was a Program Assistant Administrative Services for Ramapo College from March 2009 to the May 20, 2014 closing date. Selection Services did not credit him with any experience as it commented that he did not possess relevant training and that his experience either was not primarily secretarial or that it was not at the required level and scope. As such, it determined that he lacked five years of experience.

On appeal, Ms. Clark presents that she worked as a Secretarial Assistant 2 for the Deputy Public Defender in Somerset County from 2007 until October 2013 and then she was provisionally appointed to Secretarial Assistant 1 in Hudson County. Ms. Clark indicates she presently supervises 12 clerical secretaries who provide support for 26 attorneys. She highlights that in Hudson County she reports directly to the Deputy Public Defender and assigns secretarial and administrative clerical work including supervising the typing of difficult and complex correspondence, reports, and recommendations of a complex nature. As a Judiciary Clerk, from January 2001 to December 2006, Ms. Clark provides that she performed administrative clerical support including keyboarding, documentation of information processing, handling payments of fees and recording funds received.

Mr. Russo indicates that he has been a secretarial assistant for Ramapo College for over eight years. He maintains that for the past four years, his responsibilities have been to assist the Dean in any and all clerical work and previously his responsibility was to assist Professors with clerical work. As such, he argues that he has more than five years of experience.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date.

*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.

In the present matter, Selection Services correctly determined that Ms. Clark was not eligible for the subject examination as she only listed her provisional experience on her application and did not list any of her other experience with the appointing authority. On appeal, Ms. Clark indicates that, starting in 2007 as Secretarial Assistant 2, she provided support to the Deputy Public Defender in Somerset County by assigning administrative clerical and legal secretary work to staff members. Thereafter, she presents that, starting in October 2013, she began serving provisionally in the subject title by reporting to the Deputy Public Defender in Hudson County and by assigning administrative clerical and legal secretary work. As such, she argues that she has met the experience requirements.

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. In this case, there is no basis on which to relax *N.J.A.C.* 4A:4-2.1(f) and accept Ms. Clark's extensive amendment to her application as the list is complete, containing the names of 79 eligibles.

In relation to Mr. Russo, Selection Services correctly determined that the appellant did not meet the requirements for the subject examination as he did not clearly describe in his application that his primary responsibility in various positions at Ramapo College was to perform secretarial and administrative clerical work. In his appeal submissions, simply clarifies that his primary responsibility since 2006 has been to either assist the Dean or Professors with any and all *clerical* work. It is noted that 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). The primary focus of Mr. Russo's experience was clerical work, which, as Selection Services correctly determined, is not at the level and scope required to establish eligibility for the subject title.

#### 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 15th 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**

**Attachment**

**c: Janice Clark  
William Russo  
William Wander  
Kelly Glenn  
Joseph Gambino**



## Job Announcements

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printable version

Symbol: S0363S

Title: SECRETARIAL ASSISTANT 1 NON-STENOGRAPHIC

Issue Date: 04/29/2014

Closing Date: 05/20/2014

Jurisdiction: STATE

Salary: \$48,416.15 - \$68,464.01 Per Year

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

New Jersey

### REQUIREMENTS:

**EXPERIENCE:** Five (5) years of experience in secretarial and administrative clerical work.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or thirty (30) credit hours in secretarial science from an accredited college or university can be substituted for one (1) year of the experience indicated above. Course work must include typing skills, methods and procedures, additionally other courses may include but not be limited to office procedures, word processing, and business English. If you are substituting completion of a clerical training program for one year of experience, please upload proof of completion with your application. Failure to do so will result in ineligibility.

**NOTE:** A five-minute qualifying typing test (scored on a pass/fail basis) will be scheduled or administered during the interview process. 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 until the proficiency score has expired (five years from date of test). 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.

### IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

- Read Description of Job and Specification: **24533C**
- **Click here to apply via the Online Application System**