

B-37



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Rochelle Klink and
Victoria Lizaire, Secretarial Assistant
1 Non-Stenographic (S0363S),
Statewide

Examination Appeals

CSC Docket Nos. 2015-1632 and
2015-2365

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

Rochelle Klink and Victoria Lizaire appeal the determinations of the Division of Selection Services¹ (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. Klink indicated on her application that she was a Medical Receptionist for Our Lady of Lourdes IFM from March 2013 to February 2014, a part-time Registrar/Scheduler for Lourdes Wellness Center from August 2006 to July 2013, an Assistant to the Executive Director for New Jersey Consortium for International Studies at Rowan University from January 2008 to December 2010, a Secretary/Coordinator for Rowan University from July 2004 to January 2008, a Clerk – Human Resources for Rowan University from January 2004 to March 2005, and a Document Control Specialist for MCSS Mgt. Serv. System and Service from

¹ This function is now part of the Division of Agency Services.

January 1999 to March 2002. Personnel records indicate that she was a Clerk Typist for Rowan University from March 2005 to the May 20, 2014 closing date. Selection Services credited her with three years and four months for her experience as an Assistant to an Executive Director at Rowan University, but determined that her other experience was not applicable as it was either basic clerical work or that she was not performing secretarial work. Therefore, it determined that she lacked one year and eight months of experience.

Ms. Lizaire indicated on her application that she was a Team Leader/Legal Assistant for Ragan & Ragan, PC from April 2001 to the May 20, 2014 closing date and a Judiciary Clerk 2 for Ocean County Superior Court from January 2000 to April 2001. She also indicated that she had completed a Clerical Training Program. Selection Services did not credit her for any experience as it commented that her training needed clarification, that her primary focus as a Team Leader/Legal Assistant was not secretarial, and that her experience as a Judiciary Clerk 2 was not at the required level and scope. Therefore, it determined that she lacked five years of experience.

On appeal, Ms. Klink submits a letter from an Executive Director at Rowan University who indicates that she had been assisting him from 2004 to 2008.

Ms. Lizaire asserts that over the last fifteen years, 100% of her duties have been secretarial. Specifically, she presents that as a Judiciary Clerk 2 for Ocean County Superior Court, she performed legal secretary duties. Additionally, as the Team Leader for a private law firm for over 14 years, she worked directly with the Senior Attorney providing legal secretary duties.

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.

N.J.A.C. 4A:-2.1(g) provides that the Civil Service Commission (Commission) may request clarifying information from an applicant.

Further, *N.J.A.C.* 4A:1-1.2(c) states that the Commission may relax a rule for good cause in order to effectuate the purposes of Title 11A, New Jersey Statutes.

In the present matter, initially, Selection Services correctly determined that the Ms. Klink did not meet the requirements for the subject examination as,

although she received credit for three years and four months of experience as an Assistant to the Executive Director for Rowan, she did not clearly describe in her application that her primary responsibility as a Secretary/Coordinator for Rowan from July 2004 to January 2008 was to perform secretarial and administrative clerical work. However, in accordance with *N.J.A.C. 4A:4-2.1(g)*, the Commission can accept clarifying information in eligibility appeals. On appeal, Ms. Klink submits a letter from an Executive Director at Rowan that clarifies that from 2004 to 2008, she was assisting him performing similar duties that she received credit from Selection Services as the Assistant to an Executive Director from January 2008 to December 2010. Accordingly, based on the clarification provided in the instant matter, Ms. Klink has demonstrated that she met the experience requirement for the title under test and should be admitted to the examination.

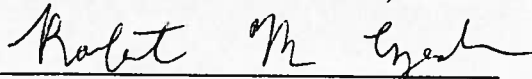
With regard to Ms. Lizaire, Selection Services correctly determined that the appellant did not meet the requirements for the subject examination as she did not clearly describe in her application that her primary responsibility as a Team Leader/Legal Assistant for over 14 years was to provide secretarial and administrative clerical work. However, Ms. Lizaire clarifies on appeal that her primary responsibility as a Team Leader/Legal Assistant for a private law firm was to provide legal secretary duties in support of the Senior Attorney. Accordingly, based on the clarification provided in the instant matter, Ms. Lizaire has demonstrated that she met the experience requirement for the title under test and should be admitted to the examination.

ORDER

Therefore, it is ordered that these appeals be granted and Rochelle Klink and Victoria Lizaire be scheduled for make-up examinations as soon as possible. If an appellant achieves a passing score, their name should be added to the eligible list and 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 15th DAY OF APRIL, 2015



Robert M. Czech
Chairperson
Civil Service Commission

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and
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Attachment

**c: Rochelle Klink
Victoria Lizaire
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**