



On appeal, Ms. Hatrak states that her first three positions are applicable experience, and she indicates that she holds a Bachelor's degree in Education and Women and Gender Studies. She also states that she took four classes requiring typing and knowledge of writing for her degree as well as a business writing course given by the Civil Service Commission (Commission) in April 2016.

*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

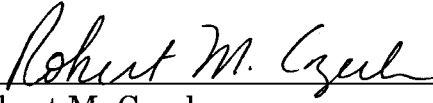
For her position as an Administrative Assistant with Gallagher WGA, Insurance, the appellant indicated that her duties were to type data into certificates and client spreadsheets, as well as typing and editing invoices. For the fifth position, the appellant held various clerical positions with a temp agency requiring that she type and enter orders, charts and documents. For her other positions she keyed-in information as necessary. She has been operating a word processing program for various duties in her positions since April 2010. An analysis of these duties shows that the appellant was performing data entry, but was producing documents such as letters, memos, reports, charts, forms and other materials as well. Although this experience does not precisely mirror the requirements, taken as a whole, the appellant accrued at least one additional one month of keyboarding experience while in these titles. Based on these circumstances, the Commission will accept the appellant's experience, for eligibility purposes, and admit her to the examination for prospective appointment opportunities only.

### ORDER

Therefore, it is ordered that this appeal be granted and the appellant's application be processed.

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 21<sup>st</sup> DAY OF DECEMBER, 2016



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