

STATE OF NEW JERSEY

In the Matter of Supervising Account Clerk (PC0128S), Mercer County Prosecutor's Office	FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION
CSC Docket No. 2018-1077	Request for List Revival
	:

The Mercer County Prosecutor's Office requests that the eligible list for

ISSUED: March 29, 2018

The Mercer County Prosecutor's Office requests that the eligible list for Supervising Account Clerk (PC0128S) be revived and extended.

By way of background, the subject promotional list was announced with a closing date of January 21, 2014. The resultant eligible list of two names promulgated June 5, 2014 and expired June 4, 2017. One certification (PL140904) was issued and the second ranked eligible was appointed with an effective date of July 29, 2014. The remaining eligible, Quetcy Baez, was retained on the list as interested. It is noted that there are no open-competitive, promotional or special reemployment lists for the title Supervising Account Clerk for the appointing authority, and no current announcement exists.

Additionally, Baez is currently serving permanently (RAP) in the title, Principal Account Clerk (02755) and there are currently no currently no incumbents serving in the title of Senior Account Clerk announcements exist. Baez has also assumed the duties of the former Supervising Account Clerk. Accordingly, the appointing authority requests that the subject eligible list be revived and extended to allow it to appoint Baez to the title of Supervising Account Clerk

The Division of Agency Services (Agency Services) indicates its agreement with the appointing authorities request to revive and extend the subject eligible list.

(VJ)

CONCLUSION

N.J.S.A. 11A:4-6 and *N.J.A.C.* 4A:4-3.3(b)1 provide that an eligible list may, for good cause, be extended prior to its expiration date, except no list shall have a duration of more than four years. In addition, *N.J.S.A.* 11A:4-6 and *N.J.A.C.* 4A:4-3.4 provide that an eligible list may be revived in order to implement a court order or decision of the Civil Service Commission in the event of a successful appeal instituted during the life of a list, to correct an administrative error, or for other good cause.

In the present matter, Baez is the sole incumbent serving in the title of Principal Account Clerk and there are no other incumbents currently serving in the title Senior Account Clerk. The appointing authority indicates that Baez is currently performing the duties of a Supervising Account Clerk and is the sole qualified employee. Therefore, the appointing authority seeks revival and extension of the subject list to allow it to appoint Baez to the title Supervising Account Clerk. The filing of vacancies through permanent appointment from an active eligible list is preferable to making provisional appointments. Accordingly, good cause has been presented to revive and extend the Supervising Account Clerk (PC0128S) eligible list until June 3, 2018, or until a new list promulgates, whichever occurs first.

ORDER

Therefore, it is ordered that this request be granted. It is further ordered that the Supervising Account Clerk (PC0128S), Mercer County Prosecutor's Office eligible list be revived in order to record the permanent appointment of Quetcy Baez.

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 27th DAY OF MARCH, 2018

Derrare' L. Webster Cabb

Deirdre L. Webster Cobb Acting Chairperson Civil Service Commission

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