



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Christina Gonzalez,
Keyboarding Clerk 2 (M0526V),
Paterson

CSC Docket No. 20118-1115

Examination Appeal

ISSUED: April 2, 2018 (RE)

Christina Gonzalez appeals the determination of the Division of Agency Services which found that she did not meet the minimum experience requirements for the open-competitive examination for Keyboarding Clerk 2 (M0526V), Paterson.

The subject examination announcement was issued with a closing date of July 24, 2017. The examination was open to residents of Paterson who met the announced requirement of one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for the experience. The appellant was found to be below minimum requirements in experience. It is noted that two candidates appear on the eligible list, which has not been certified.

Gonzalez listed one position on her application, Keyboarding Clerk 2, and was credited with five months of applicable experience. As such, she was found to be lacking seven months of full-time experience.

On appeal, the appellant provides a resume, high school diploma, a college diploma and transcripts for her degree as a Practical Nurse from Dover Business College. Her resume contains three additional positions not listed on her application: Clerk with OSG Billing Services, Back-up Supervisor with Aramis Estee Lauder, and Administrative Assistant with Michael's Energy Factory (a licensed childcare center).

She argues that she has worked as a Clerk for four years, and has experience in keyboarding and typing.

CONCLUSION

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.

The appellant was correctly denied admittance to the subject examination since she lacked seven months of qualifying experience. On her application, the appellant listed only one title, that of her provisional position. Nevertheless, on appeal she indicates that she held three other positions. For any future positions in which she might be interested, the appellant is cautioned that she should complete her application and provide all requested information. While the appellant failed to follow basic instructions in filling out her application, a review of the duties of the additional positions indicate that producing documents using a keyboard was not the primary focus. Thus, this experience would not have been accepted, even if it were on the application. Nonetheless, the list is incomplete with two eligibles, the appellant is still serving as a provisional appointee, and she has accrued at least an additional seven months of full-time experience since the July 2017 closing date. Based on the particular circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.3(b) to accept the appellant's additional experience beyond the closing date and admit her to the examination for prospective appointment consideration.

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 27TH DAY OF MARCH, 2018



Deirdre L. Webster Cobb
Acting Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Christopher S. Myers
Director
Division of Appeals and Regulatory Affairs
Civil Service Commission
Written Record Appeals Unit
P. O. Box 312
Trenton, New Jersey 08625-0312

c: Christina Gonzalez
Nellie Pou
Kelly Glenn
Records Center