

B-12



STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Judith Stantare,
Administrative Secretary
(PC1842U), Cape May County

CSC Docket No. 2017-2354

Examination Appeal

ISSUED: APR 11 2017 (RE)

Judith Stantare appeals the determination of the Division of Agency Services which found that she did not meet the experience requirements for the promotional examination for Administrative Secretary (PC1842U), Cape May County.

The examination at issue was announced with specific requirements that had to be met as of the October 21, 2016 closing date (see attached). As there were no admitted candidates, the examination was cancelled on January 23, 2017.

The appellant listed six positions on her application: provisional Administrative Secretary, Keyboarding Clerk 4, Principal Clerk Typist, Senior Clerk Typist, Clerk Typist, and Secretary at Container Decorating. She was credited with two years, six months in her provisional position and as a Secretary at Container Decorating, and she was found to be lacking two years, six months of qualifying experience.

On appeal, Ms. Stantare states that she has been an acting Administrative Secretary for over five years, since July 2011, to the Department Head of the Cape May County Health Department. The former Cape May County Public Health Coordinator submits a letter on her behalf, stating that he became the Health Officer in 2008, and that the appellant has assisted him with administrative duties, which he lists. He states that she became his full-time Secretary in July 2011.

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date.

N.J.A.C. 4A:4-2.6(c) provides in pertinent part that applicants for promotional examinations with open competitive requirements may not use experience gained as a result of out-of-title work to satisfy the requirements for admittance to the examination or for credit in the examination process, unless good cause is shown for an exception.

CONCLUSION

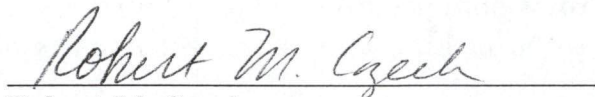
Initially, the appellant was correctly deemed to be ineligible for the subject examination since she lacked the minimum requirements in experience. However, the Public Health Coordinator confirms that the appellant has been working an acting capacity as Administrative Secretary since July 2011. With the acceptance of this out-of-title work, Ms. Stantare possesses the required experience. The examination was not competitive, with no admitted candidates, and Ms. Stantare remains in her provisional position as an Administrative Secretary. Thus, based on the documentation submitted and under these circumstances, good cause exists to accept Ms. Stantare's out-of-title work experience to satisfy the requirements for the Administrative Secretary examination.

ORDER

Therefore, it is ordered that this appeal be granted, the examination cancellation be rescinded, 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 5th DAY OF APRIL, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

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: Judith Stantare
Elizabeth Bozzelli
Kelly Glenn
Records Center

NEW JERSEY CIVIL SERVICE COMMISSION
COUNTY AND MUNICIPAL GOVERNMENT SERVICES
PROMOTIONAL ANNOUNCEMENT



[Click here to file Online](#) Print
\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

| | |
|---------------------------------|-----------------------------------|
| SYMBOL: PC1842U | WEIGHT CODE: * |
| TITLE: ADMINISTRATIVE SECRETARY | SALARY: \$27,500.00 - \$55,535.37 |
| ISSUE DATE: October 01, 2016 | CLOSING DATE: October 21, 2016 |
| TITLE CODE: 00112/ JYRER4 | JURISDICTION CODE: C05000016 |
| JURISDICTION: CAPE MAY COUNTY | |
| DEPARTMENT: HEALTH | |

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Open to employees in the competitive division who have an aggregate of one year of continuous permanent service as of the closing date in any competitive title and meet the requirements listed below:

Experience: Five (5) years of experience in the capacity of a secretary to an executive or administrative official in a public or private organization.

Note: Successful completion of a two (2) year program in secretarial science at an accredited college or university may be substituted for two (2) years of the above experience. You must attach a copy of your transcript to your application. Failure to do so will result in rejection from the examination process.

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. The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

IMPORTANT INFORMATION

1. NJAC 4A:4-2.6 states that all requirements listed must be met as of the closing date, including assignment to jurisdiction/department, and satisfying the permanent status requirement.
2. ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED. YOU MUST COMPLETE YOUR APPLICATION IN DETAIL. Your score may be based on a comparison of your credentials with the job requirements. Failure to complete your application properly may lower your score or cause you to fail.
3. This examination is open to full-time and part-time permanent employees. If an employment list results from this announcement, it may be certified to fill both full-time and part-time positions. If 35- and 40-hour positions are used within the department, the resulting list may be used to fill either work week position.
4. NJAC 4A:4-1.5 states that any employee who is serving on a provisional basis and who fails to file for and take an examination which has been announced for his/her title SHALL BE SEPARATED FROM THE PROVISIONAL TITLE.
5. In accordance with Public Law 2010 c.26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veterans Preference with the Department of Military and Veterans Affairs (DMAVA) (as defined by N.J.S.A. 11A:5-1 et seq.). Those claiming Veterans Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of this eligibility list. PLEASE NOTE THIS REDUCED FEE DOES NOT APPLY TO PUBLIC SAFETY TITLES. (i.e. Police, Fire, Corrections and Sheriff).
6. SPECIAL NOTE TO ALL APPLICANTS Please make sure you are assigned to the department indicated above. If you do not know your department, please contact your Human Resource Office. If you file an application for this announcement and you are not assigned to the department indicated above, YOU WILL BE FOUND INELIGIBLE FOR THIS EXAM AND YOUR APPLICATION FEE WILL NOT BE REFUNDED.
7. If you are having difficulty submitting your application online, technical support and customer care are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please Email: OAS.support@csc.state.nj.us or call (609) 292-4144. Please note that application support requests received outside of regular business hours on the closing date will not change the application filing deadline, so PLEASE FILE EARLY.
8. Application fees submitted via personal check or money order must be postmarked within five (5) business days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.

DPF-256A * Revised 03/09