

the first requirement. Thus, she was found to be lacking one year, four months of clerical experience.

On appeal, the appellant states that she possesses an additional 14 years of clerical experience in various positions, and she attaches a resume listing those positions. She also states that she has obtained a CMR.

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. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application prior to the closing date.

A review of the appellant's application reveals that the decision by Agency Services, denying the appellant's admittance to the subject examination due to the fact that she does not possess the required experience, was correct. This is a dual title, that is, a title that combines two separate titles into one classification. Applicants for examinations for dual titles have to meet the requirements for both titles. *See, e.g., In the Matter of John R. Bersey* (MSB, decided February 26, 2003). The appellant was given credit for all of the experience which she listed on her application, even though she did not list her Keyboarding Clerk 1 and Registrar of Vital Statistics/Secretary Board/Commission titles separately. The appellant submits additional positions that were not listed on her original application, however, pursuant to *N.J.A.C.* 4A:4-2.1(f), any supplemental information received after the closing date cannot be considered. The appellant is cautioned to properly complete all future applications. Further, there are four candidates admitted to the examination, and as such, this is a competitive situation with a complete list. The appellant was credited for all the experience listed on her application and was appropriately found to lack one year, four months of clerical experience.

An independent review of all material presented indicates that the decision of Agency Services that the appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. The appellant provides no basis to disturb this decision. Thus, the appellant has failed to support her burden of proof in this matter.

ORDER

Therefore, it is ordered that this appeal be denied.

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 23rd DAY OF OCTOBER, 2019



Deirdré L. Webster Cobb
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