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STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of James Ryan, Clerk 2
(PM0320S), Brick Township

CSC Docket No. 2015-323

Examination Appeal

ISSUED: SEP 05 2014 (WR)

James Ryan appeals the determination of the Division of Selection Services (Selection Services) that he did not meet the experience requirement for the promotional examination for Clerk 2 (PM0320S), Brick Township.

The subject promotional examination was announced with a closing date of March 21, 2014 and required one year of experience in general clerical work. It is noted that only one candidate was found eligible for the examination. The resultant eligible list containing the name of the only eligible promulgated on July 24, 2014 and expires on July 23, 2017. A certification was issued July 28, 2014, but no appointments have been made.

A review of the appellant's application reveals that he has worked as a Clerk 1 from February 2002 through the closing date.¹ In this position, he described his duties as inspecting and analyzing various information to determine the value of residential and commercial properties; researching and responding to complex inquiries from interested parties; conducting a yearly assessment review; preparing assessor appeals; attending and assisting in the defense of county tax appeals; and organizing, updating and maintaining commercial files, permits and assessments. Selection Services did not credit the appellant's experience, as it determined that

¹ Agency records indicate that the appellant was appointed to the non-competitive title of Clerk 1, effective February 19, 2002, was provisionally appointed pending promotional examination procedures to the title of Assessing Clerk, effective January 15, 2007 and received a regular appointment to that title, effective October 6, 2008. As a result of a title consolidation, the appellant's title was changed to the non-competitive title of Clerk 1, effective April 9, 2011.

the primary focus of his duties was not general clerical work and deemed him ineligible for the subject examination.

On appeal to the Civil Service Commission (Commission), the appellant contends that his duties include "reviewing, verifying, sorting, indexing, filing documents or processing, inputting, arranging and or retrieving data from a computer terminal." The appellant estimates that over the past 12 years, general clerical work has constituted 40 percent of the duties he performs daily.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the promotional announcement by the closing date. Under *N.J.A.C.* 4A:4-2.1(g), the Commission can accept clarifying information in eligibility appeals.

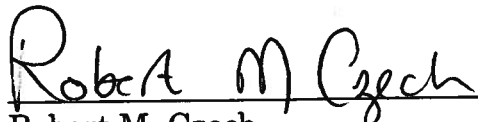
In the instant matter, candidates for the title under examination were required to possess one year of experience in general clerical work as of the March 21, 2014 closing date. Selection Services found that general clerical work was not the primary focus of the appellant's duties. The appellant contends on appeal that 40 percent of his daily duties over the past 12 has consisted of general clerical work. Thus, in the aggregate, the appellant possesses more than one year of experience in general clerical work. Accordingly, based on the clarifying information provided, the appellant has demonstrated that he meets the experience requirement for the title under test and should be admitted to the examination.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed for prospective employment opportunities only.

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 3rd DAY OF SEPTEMBER, 2014



Robert M. Czech

Chairperson

Civil Service Commission

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and
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