



STATE OF NEW JERSEY

In the Matter of Marija Golcev,
Passaic County Sheriff's Office

**FINAL ADMINISTRATIVE ACTION
OF THE CHAIR/
CHIEF EXECUTIVE OFFICER
CIVIL SERVICE COMMISSION**

CSC Docket No. 2025-1899

Classification Appeal

ISSUED: August 13, 2026 (EG)

Marija Golcev, represented by Samuel Wenocur, Esq. appeals the determination of the Division of Agency Services (Agency Services) that the proper classification of her position with the Passaic County's Sheriff Office is Keyboarding Clerk 2. The appellant seeks a Keyboarding Clerk 3 classification.

The record in the present matter establishes that the appellant's permanent title at the time she sought reclassification was Keyboarding Clerk 1. The appellant sought reclassification of her position, alleging that her duties were not commensurate with her current position. The appellant is under the supervision of William Nativo, Confidential Aide in the Bureau of Criminal Investigations, Passaic County Sheriff's Office. Agency Services reviewed the information provided by the appellant and appointing authority, including a Position Classification Questionnaire (PCQ), which included comments from the appellant, Nativo, and the appointing authority. It also conducted phone interviews with the appellant and Nativo.

Agency Services found that the duties the appellant performed most closely matched the job description and examples of work performed by a Keyboarding Clerk 2. It also found that the appellant received limited supervision¹ which allowed her to perform her duties independently, but she did require supervisor approval on certain phases of work. Additionally, although the appellant was not assigned a supervisory

¹ As indicated in the determination, limited supervision allows the incumbent to perform their duties on their own while in compliance with policies, practices, and procedures prescribed by the supervisor.

or team lead role, she provided guidance and assistance to the staff. Further, the appellant helped train new employees in the unit and answered questions about tasks. Moreover, on a yearly basis, she was assigned a special project which required a high volume of running background checks and processing applicants for the Community Emergency Response Team (CERT) and Search & Rescue services. During this yearly assignment, she delegated work to other employees in the unit and reviewed their work. Based on this review Agency Services determined that the appellant's duties most closely aligned with the duties of a Keyboarding Clerk 2 and indicated that she would be recorded as serving provisionally in the Keyboarding Clerk 2 title, effective September 18, 2024. Agency records indicate that the appellant received a regular appointment to the title of Keyboarding Clerk 2, effective March 31, 2026.

On appeal, the appellant argues that the duties she performs are advanced clerical, administrative and law enforcement-related duties that align with the duties of a Keyboarding Clerk 3 instead of the title of Keyboarding Clerk 2. She adds that given the level of complexity, independent judgement and specialized work she handles daily, she should be reclassified to the higher title. She indicates that she performs the following duties:

- Conducting background checks using the National Crime Information Center (NCIC), New Jersey State Police, New Jersey PROMIS Gavel, prosecutors' offices, and law enforcement agencies nationwide for verification and further processing
- Running background checks for new and renewal applicants for Auxiliary Services Divisions (CERT, Search and Rescue), outside contractors, and temporary workers hired for short-term law enforcement employment
- Maintaining and searching criminal history records, ensuring accurate responses to information requests from state and county police departments, municipal police, and federal agencies such as the United States Military and Armed Forces
- Processing police-related reports, maintaining and updating databases, and handling classified criminal information.
- Identifying, classifying, and comparing fingerprints using the Automated Fingerprint Identification System (AFIS) to support law enforcement investigations
- Obtaining fingerprints for adults and juveniles, verifying fingerprints of New Jersey court employees, law clerks, attorneys, outside contractors, public employees, guardianship applicants, and CASA representatives.
- Conducting fingerprint-based searches using E-Agent and Criminal Justice Information System (CJIS) to cross-check criminal records.
- Receiving, screening, reviewing and verifying documents for law enforcement use

- Preparing written correspondence and telephonic communication with law enforcement agencies regarding fingerprint and background search results
- Training and instructing newly assigned employees in all aspects of the BCI Unit and ensuring compliance with procedures
- Reviewing and checking assigned reports, applications, and other documents for corrections and completeness; referring problems to a supervisor for resolution; and
- Maintaining detailed records and ensuring compliance with legal requirements for sensitive law enforcement information.²

Further, the appellant acknowledges that while Keyboarding Clerk 3 positions “typically” involve supervision, she explains that her department operates under a single supervisor. She argues that she still provides training and instruction duties for other employees to ensure that operations run smoothly and efficiently. Moreover, she adds that while Keyboarding Clerk 3 positions focus on typing and keyboarding tasks, her role focuses on the higher-level duties described above.

CONCLUSION

N.J.A.C. 4A:3-3.9(e) states that in classification appeals, the appellant shall provide copies of all materials submitted, the determination received from the lower level, statements as to which portions of the determination are being disputed, and the basis for appeal. Information and/or argument which was not presented at the prior level of appeal shall not be considered.

The definition section of the Keyboarding Clerk 2 job specification states:

Under limited supervision, performs moderately complex and non-routine clerical work involving the processing of documents in a variety of functions; performs moderately complex and non-routine clerical work requiring the utilization of keyboarding or typing skills; formats, reproduces, corrects, adjusts and prints a variety of written material; key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may provide guidance and assistance to staff; does other related duties as required.

The definition section of the Keyboarding Clerk 3 job specification states:

Under direction, performs varied, complex clerical work involving the processing of documents in a variety of functions; takes the lead and/or performs the more difficult and complex clerical work requiring the utilization of keyboarding or typing skills and the application of

² It is noted that these duties are substantially similar to the duties indicated in the PCQ.

independent judgment; formats and key enters/types correspondence, documents, reports, charts and other materials on a computer console, typewriter, or other key entry device used by the agency; may take the lead over other clerical employees; does other related duties as required.

In the present matter, a review of the job specifications indicates that Keyboarding Clerk 2s work under limited supervision, perform moderately complex clerical duties, and may provide guidance and assistance to staff while Keyboarding Clerk 3s work under direction, perform more difficult and complex clerical work requiring independent judgment, and may be lead workers. As indicated in Agency Services' determination and in Nativio's comments on the PCQ, the appellant operates with limited supervision as supervisor approval is required in certain phases of work. Accordingly, this more closely aligns with a Keyboarding Clerk 2 classification as the job specification definition specifically indicates that an incumbent in this title operates under limited supervision. Additionally, the appellant has not provided any substantive evidence that she operates under direction with independent judgment. Moreover, Agency Services did not find that the appellant performed more difficult and complex clerical work and the duties that the appellant describes on appeal are similar to her PCQ. Further, as the appellant has not named a specific employee who she assigns and reviews the work of on a regular and recurring basis, she is not a lead worker. *See In the Matter of Henry Li* (CSC, decided March 26, 2014). Rather, the record indicates that the appellant may provide guidance and assistance to staff, which is consistent with the Keyboarding Clerk 2 job specification definition. Therefore, Agency Services properly determined that the appellant's position was properly classified as a Keyboarding Clerk 2.

The Commission also notes that while the appellant believes that the Keyboarding Clerk 3 "typically" is a supervisory position, this is incorrect. A Keyboarding Clerk 3 may be a lead worker position, but it is not a supervisory position as incumbents do not conduct performance assessment reviews of other employees nor do they have the authority to recommend hiring, firing, and disciplining employees. *See In the Matter of Alexander Borovskis, et al.* (MSB, decided July 27, 2005).

Accordingly, based on the foregoing, the appellant has not presented sufficient evidence to determine that her position should be reclassified as a Keyboarding Clerk 3, and her appeal is therefore denied.

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
CHAIR/CHIEF EXECUTIVE OFFICER
THE 7TH DAY OF AUGUST, 2026



Mary Cruz
Acting Chair/Chief Executive Officer
Civil Service Commission

Inquiries
and
Correspondence

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

c: Marija Golcev
Samuel Wenocur
George Rosenthal
Division of Agency Services
Records Center