



Agency Services found that the appellant's primary duties and responsibilities entailed, among other things, maintaining and managing journal entry balances and reconciling club accounts; reviewing financial documents for accuracy and identifying discrepancies; entering financial information into an Excel database; communicating with vendors regarding insufficient funds; collecting and dispersing payments; and processing timesheets for overtime. In its decision, Agency Services determined that the duties performed by the appellant were consistent with the definition and examples of work included in the job specification for Senior Account Clerk.

On appeal, the appellant presents that her work volume and workload are tremendous. Additionally, she indicates that her predecessor did accounting work exclusively and did not provide backup or coverage for other employees on any regular basis, if at all. The appellant notes that previously there were 14 secretaries in the building when her predecessor retired in 2010 or 2011 from the Finance Office and her predecessor previously held a "Principal" title, either Principal Account Clerk or Principal Clerk/Typist.

The appellant provides that since her predecessor's retirement, the Finance Office was merged and consolidated into the Main Office and the number of secretaries decreased to eight. The appellant asserts that she performs the same duties as her predecessor plus she performs Main Office clerical-typist work and covers for entry-level, Senior, and Principal Clerk Typists positions in the Main Office and the Principal's office on a regularly assigned office. In other words, due to the consolidation, she represents that she performs additional tasks that her predecessor did not perform, particularly regarding database usage, and her predecessor was appointed to a "Principal" title even though she had less work and responsibilities. Therefore, the appellant requests that her position be classified to either Principal Account Clerk or Principal Clerk Typist.

The appellant notes that the determination indicates that she did not meet the Principal Account Clerk criteria because she did not have additional responsibilities including making recommendations concerning hiring, termination, promotion, and disciplining employee. However, she highlights that none of the secretarial staff make such decisions because these decisions are managerial prerogative. Further, the appellant emphasizes that 37 percent of secretarial staff hold a "Principal" title without any input in these areas.<sup>3</sup> Therefore, she asserts that she should not uniquely be required to do so to be reclassified to a "Principal" title. Additionally, the appellant notes that although the determination emphasized that the Principal Account Clerk job specification definition indicates that incumbents "may" supervise a small group of employees, it does not state "must" or "shall." Therefore, she asserts that Principal Account Clerks are not required to be supervisors. Further, the

---

<sup>3</sup> It is noted that not every "Principal" title is a supervisory title. For example, the Principal Clerk Typist job specification definition indicates that incumbents may take the lead over the work of a clerical unit.

appellant contends, as the longest tenured secretary in her school that she “informally supervises,” as she has provided site-specific and job specific orientation, training, and informally assisted in managing a long list of coworkers who have come and gone. Therefore, the appellant argues that her position should be reclassified as a Principal Account Clerk or, in the alternative, she requests a Principal Clerk Typist classification.

Although given the opportunity, the appointing authority did not respond.

### 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 Senior Account Clerk job specification states:

Under direction, performs a variety of responsible and difficult clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete and/or takes the lead over other employees in the maintenance of accounting records; does other related duties as required.

The definition section of the Principal Account Clerk job specification states:

Under direction, performs a variety of clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete, and may supervise a small group of employees in the maintenance of accounting records; does related work as required.

In this matter, the job specifications for the subject titles indicate that one of the main distinguishing characteristics between the titles is that Senior Account Clerks perform “difficult” clerical tasks related to accounts/financial records while Principal Account Clerks perform clerical duties of “considerable difficult and complexity” involving accounts/financial records. However, it is difficult to distinguish between what is merely “difficult” as opposed to what is “considerably difficult and complex,” which is presumably why the determination focuses on the other main distinguishing characteristic, which is supervisory responsibilities. Further, although the Principal Account Clerk job specification definition states that

incumbents in this title “may” supervise, it is noted that the “and/or” language in the Senior Account Clerk title indicates that incumbents in this title are lead workers, which implies that Principal Account Clerk is a supervisory title, despite the “may” language in the job specification definition.<sup>4</sup> Additionally, the appellant’s PCQ and the appointing authority’s organization chart provide that the appellant’s supervisor is a “Principal,” and it would be an inappropriate reporting relationship to reclassify the appellant’s position into a “Principal” title while having her report to another “Principal.” Finally, the appellant has not argued, nor has she presented any evidence to support any argument that her accounts/financial records duties rise to the level of “considerable difficulty and complexity” justifying a Principal Account Clerk classification. Therefore, in reviewing the totality of the record, the appellant’s position is properly classified as a Senior Account Clerk.

Concerning the appellant’s argument that her predecessor, whose position was classified in a “Principal” title, which only had account/financial responsibilities while she has additional clerical responsibilities, although the appellant submitted an “Additional Work Duties Performed” statement as part of her position classification review request, a review of her PCQ indicates that she represented that 100 percent of her duties are related to accounts/financial records. Further, the appellant’s supervisor’s statements on her PCQ indicate that the appellant’s most important duties relate to accounts/financial records. Additionally, Agency Services found that the appellant’s primary duties relate to accounts/financial records, and the appellant has not contested these findings or provided any evidence to contradict Agency Services’ findings. Therefore, the record indicates that the appellant primarily performs duties related to accounts/financial records and she has secondary office clerical duties. While the appellant believes that her position should be reclassified because she has an additional workload and responsibilities that her predecessor did not have due to the offices consolidating, how well or efficiently an employee does his or her job, length of service, volume of work and qualifications have no effect on the classification of a position currently occupied, as positions, not employees are classified. *See In the Matter of Debra DiCello* (CSC, decided June 24, 2009). Moreover, it is not uncommon for an employee to perform some duties which are above or below the level of work which is ordinarily performed. For purposes of determining the appropriate level within a given class, and for overall job specification purposes, the definition portion of the job specification is appropriately utilized.

Additionally, in reference to the appellant’s comments about her predecessor as well as other employees being classified as “Principals” without supervisory responsibility, a classification appeal cannot be based solely on a comparison to the duties of another position, especially if that position is misclassified. *See In the*

---

<sup>4</sup> The appellant does not dispute that she does not have supervisory responsibility. The record is unclear if the appellant’s duties where she asserts that she provides orientation, training, and “informally assists with supervision” rise to the level of a lead worker.

*Matter of Carol Maita, Department of Labor* (Commissioner of Personnel, decided March 16, 1995); *In the Matter of Dennis Stover, Middletown Township* (Commissioner of Personnel, decided March 28, 1996). *See also, In the Matter of Lorraine Davis, Office of the Public Defender* (Commissioner of Personnel, decided February 20, 1997), *affirmed*, Docket No. A-5011-96T1 (App. Div. October 3, 1998). Finally, as the record indicates that the appellant's position primarily involves accounts/financial records and not complex typing, her position cannot be classified as a Principal Clerk Typist as she alternatively requests.

### 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 ON  
THE 1<sup>ST</sup> DAY OF DECEMBER, 2025

*Allison Chris Myers*

---

Allison Chris Myers  
Chair/Chief Executive Officer  
Civil Service Commission

Inquiries  
and  
Correspondence

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

c: Deborah Bishop  
Louis Russo  
Kristen Speakman  
Division of Agency Services  
Records Center