

B-28



STATE OF NEW JERSEY

**FINAL ADMINISTRATIVE
ACTION OF THE
CIVIL SERVICE COMMISSION**

In the Matter of Hana Kataw,
Keyboarding Clerk 4 (PC0266S),
Passaic County

CSC Docket No. 2015-319

Examination Appeal

ISSUED: NOV 07 2014

(RE)

Hana Kataw appeals the determination of the Division of Selection Services (DSS) which found that she did not meet the experience requirements for the promotional examination for Keyboarding Clerk 4 (PC0266S), Passaic County.

The subject examination announcement was issued with a closing date of February 21, 2014, and was open to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in the title Keyboarding Clerk 3 OR to employees in the competitive division who had an aggregate of one year of continuous permanent service as of the closing date in any competitive title and who met the announced experience requirements. These requirements included three years of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials, one year of which must have been performing duties at or equivalent to the Keyboarding Clerk 3 level. Successful completion of a clerical training program with a minimum of 700 clerical training hours or 30 semester hour credits in secretarial science from an accredited college or university could be substituted for one year of non-supervisory experience. The appellant was found to be below the minimum requirements in experience. No applicants were admitted to the examination, which was cancelled on July 3, 2014.

Ms. Kataw listed one position on her application, Principal Elections Clerk from January 1986 to February 2014. Official records indicate a different employment history. These records indicate that the appellant was a provisional Keyboarding Clerk 4 from September 2013 to the February 2014 closing date; a

Clerk 3 from April 2011 to September 2013; a Principal Elections Clerk from July 1999 to April 2011; an Elections Clerk Typing from September 1987 to July 1999; a Docket Clerk Typing from May 1987 to September 1987; and a Keyboarding Clerk 1 from January 1986 to May 1987.

On appeal, Ms. Kataw states that she should have indicated that she was supervising clerical employees since November 2012, when her job title was still Clerk 3, and that she has over 20 years of clerical experience including typing data into database systems and handling correspondence, filing, processing election court orders, and other clerical office duties.

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.

CONCLUSION

Initially, DSS correctly found the appellant to be ineligible for the subject examination since, according to her application, she lacked the required experience. The appellant had been informed that the online application process is automated and provides instructions to candidates on how to properly complete their applications. Also, the application states that, by clicking "yes," the applicant certified that the employment history was complete and accurate. The On-Line Application System User's Guide cautions applicants to carefully review the application to ensure that it is complete and accurate before submitting, and to complete the application in detail. It states that failure to complete the application properly may cause the applicant to be declared ineligible. The instructions under the experience portion of the applications advise applicants to provide all employment information (not just current employment information), and if they have multiple positions, they need to make sure that they provide each one separately. The appellant should follow these instructions and properly complete any future applications for examinations.

In the instant matter, the appellant indicated that she held one position, Principal Elections Clerk, and she stated that she prepares for upcoming elections by maintaining files, drawing ballot positions, setting up candidate names on official ballots and sending them to printers, proofreading ballots and notifying the Superior Court Judge. She also states that she attends training, meetings and conferences held by the Director, and guides and instructs and assigns tasks to coworkers to expedite the mailing, as well as handles routine correspondence, election court orders and special requests for information. While the appellant's Keyboarding Clerk duties were not listed on her application, she possesses 6 months of experience as a provisional in the subject title. In addition, the appellant has 12 years, 7 months in the titles Elections Clerk Typing, Docket Clerk Typing and Keyboarding Clerk 1. As such, the appellant meets the minimum requirements in experience and should be admitted to the examination.

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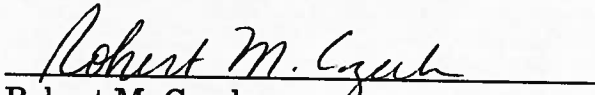
It is noted that the appellant indicated that she supervised five professional staff and three support staff. Nonetheless, as the appellant is in a clerical title, she cannot be assigned to supervise professional staff. If this is so, the appointing authority should immediately remove any supervisory duties involving professional staff.

ORDER

Therefore, it is ordered that this appeal be granted, the cancellation of the examination be rescinded, and the appellant's application be processed as soon as possible.

This 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 6th DAY OF NOVEMBER, 2014


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