



**STATE OF NEW JERSEY**

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

In the Matter of Josh Kamis,  
Clerk 2, (PC0147V), Middlesex  
County

Examination Appeal

CSC Docket No. 2018-404

**ISSUED: October 24, 2017** (RE)

Josh Kamis appeals the decision of the Division of Agency Services (DAS) which found that he did not meet the experience requirements for the promotional examination for Clerk 2 (PC0147V), Middlesex County.

The subject promotional examination had a closing date of March 21, 2017 and was open to employees in the non-competitive division who had an aggregate of one year of continuous permanent service as of the closing date and who were serving in the titles Clerk 1 and Clerk 1, Bilingual in Spanish and English and who met the announced requirements. These requirements included one year of clerical work. The appellant was found to be ineligible based on a lack of experience. Since there were no admitted candidates, the examination was canceled on August 6, 2017.

On his application, the appellant indicated experience in eight positions: Clerk, Owner of a retail store, District Manager for Paychex, District Manager for Interpay, Office Manager/Inside Sales for Center Lumber Company, Account Executive/Statistician/Production Assistant for Phoenix Communications, and Tape Librarian for Soundtrack Recording Studio. It is noted that for the period of time that the appellant indicated that he was a Clerk, from May 2008 to March 2017, he held the titles provisional Clerk 2, Clerk 1, and Engineering Aide. None of this was accepted and the appellant was found to be lacking one year of applicable experience.

On appeal, the appellant states that as a Clerk 2, he checks property deeds as part of larger documents, confirms locations via Google maps, scans documents, researches State bills pertaining to transportation, prepares emails and attachments for approval, prepares dockets, reviews active job site progress and daily reports, researches case law, answers phones and takes attendance.

*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

For this examination, credit was given only for clerical experience. The list of duties provided by the appellant on his application included the following responsibilities: daily inspection of job sites during construction to address possible concerns; As-built plans, final walk through, punch-list inspections once the project is complete; complete walk through of project site before the bid process begins; address field concerns with county engineering consultants for possible redesign; field meeting representative with utility companies, consultants and contractors; liaise with county and residents to address residents' concerns; draft and document correspondence between consultants and the county; maintain photo library of job sites before and after completion of construction; county representative for Green Brook Flood Commission working with U.S. Army Corp; Solid Waste Advisory Committee representative working with townships throughout the county. On his resume, the appellant indicates that his duties were similar, and he added, "research case law as it pertains to each particular project." On a prior application filed in 2015, the appellant indicated similar duties. The appellant's description on appeal does not indicate that he is primarily performing clerical duties. Rather, they suggest the performance of technical duties based on his various interactions with other parties. As such, the appellant does not meet the minimum experience qualifications for the subject title. However, since it is clear that the duties the appellant is performing are not primarily focused on the duties of the subject title, the classification of his provisional position should be reviewed by DAS.

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

**ORDER**

Therefore, it is ordered that this appeal be denied. It is further ordered that the matter of the proper classification of the appellant's provisional position be referred to DAS for a classification audit.

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  
THE 18<sup>th</sup> DAY OF OCTOBER, 2017



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