



B-10

STATE OF NEW JERSEY

FINAL ADMINISTRATIVE ACTION
OF THE
CIVIL SERVICE COMMISSION

In the Matter of Wanda Jackson,
Keyboarding Clerk 2 (PC1495U),
Middlesex County

CSC Docket No. 2017-1733

Examination Appeal

ISSUED: FEB 24 2017

(RE)

Wanda Jackson appeals the decision of the Division of Agency Services (DAS) which found that she did not meet the experience requirements for the promotional examination for Keyboarding Clerk 2 (PC1495U), Middlesex County.

The subject promotional examination had a closing date of July 21, 2016 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 Keyboarding Clerk 1 and Keyboarding Clerk 1, Bilingual in Spanish and English and who met the announced requirements. These requirements included one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. 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 experience. The appellant was found to be ineligible based on a lack of experience. Since there were no admitted candidates, the examination was canceled on November 28, 2016.

On her application and resume, the appellant indicated experience as a Keyboarding Clerk 1, Underwriter Assistant, Investor Service Group Assistant, Inventory Records Helpdesk, and Forensic/Medical Clerk. Official records indicate that she was provisionally appointed to the subject title in March 2016. A review of the appellant's duties indicated that they were primarily data entry duties, and as such, none of this was accepted. Thus, the appellant was found to be lacking one year of applicable experience.

On appeal, the appellant resubmits her narrative of duties and states that she has held the titles Keyboarding Clerk 1 and 2. Thus, she believes she meets the requirements for the examination.

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

In the instant matter, credit was given only for clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials. The appellant did not provide a list of duties for her provisional position. For the Keyboarding Clerk 1 position, the list of duties provided by the appellant included the following responsibilities: scheduling court hearings, assigning each patient the appropriate counsel, coordinating mental health searches, data entry and review of patient data, liaison between psychiatric hospitals and county adjuster offices, coordination of records management, and acting as backup supervisor and supporting the director on special projects. On appeal, the appellant indicates that she opens the mail, reviews documents to ensure that information is correct, date stamps and routes mail, types information into several Electronic systems, uses a calculator to determine balances to enter into databases, produces letters and notices from these entries, interacts with agencies by phone and in-person, and analyzes and calculates totals to prepare reports and charts which assess workflow and costs. Clearly, the appellant is not performing work required of a Keyboarding Clerk, whose primary focus includes processing documents and performing clerical work requiring the utilization of keyboard or typing skills, and typing documents on a computer console. The announced experience requirement was also not the primary focus of her positions as an Underwriter Assistant, Investor Service Group Assistant, Inventory Records Helpdesk, and Forensic/Medical Clerk. As such, the appellant does not meet the minimum experience qualifications for the subject title.

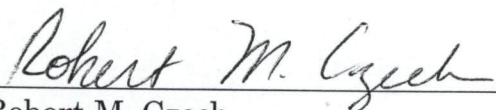
An independent review of all material presented indicates that the decision of the DAS that appellant did not meet the announced requirements for eligibility by the closing date is amply supported by the record. Appellant provides no basis to disturb this decision. Thus, appellant has failed to support her burden of proof in this matter. Finally, since the appellant is not performing the duties of a Keyboarding Clerk 2, the matter of the proper classification of her position is referred to DAS for a classification audit.

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 ON
THE 22nd DAY OF FEBRUARY, 2017



Robert M. Czech
Chairperson
Civil Service Commission

Inquiries
and
Correspondence

Director
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Trenton, New Jersey 08625-0312

c: Wanda Jackson
Dennis Cerami
Kelly Glenn
Records Center

The following is a list of the names of the persons who have been appointed to the various positions in the Department of the Interior, and who have been sworn in as such.

This is the first time that the Department of the Interior has been organized in this manner, and it is hoped that it will be a permanent one.

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

Robert M. Gifford
Secretary
Department of the Interior

John W. Weeks
Assistant Secretary
Department of the Interior

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Assistant Secretary
Department of the Interior
Washington, D. C.
February 10, 1905

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