



**STATE OF NEW JERSEY**

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

In the Matter of Deborah Keith,  
Keyboarding Clerk 2 (PC1249A),  
Cape May County Sheriff

CSC Docket No. 2020-1081

Examination Appeal

**ISSUED: NOVEMBER 8, 2019** (HS)

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Deborah Keith requests that her application processing fee for the promotional examination for Keyboarding Clerk 2 (PC1249A), Cape May County Sheriff be accepted.

The announcement for the subject examination issued on September 1, 2019 with a closing date of September 23, 2019. The announcement required, among other things, payment of a \$25 application processing fee. The status of the appellant's application in agency records as of September 19, 2019 was pending as the payment selection had not been completed. One individual submitted an application for the examination.

On appeal to the Civil Service Commission (Commission), the appellant submits a \$25 payment for the examination; a copy of her application; and a printout of the online "Payment Verification" page from State of New Jersey Payment Processing Services. The printout indicates a "Transaction Summary" of \$25 in examination fees; the appellant's billing information; and a "Payment Method" section, which includes the appellant's name, the credit card type and redacted credit card and card verification numbers. The appellant states that based on the "Payment Verification" page, she thought her payment went through as it looked like her application was paid for.

## CONCLUSION

*N.J.A.C.* 4A:4-2.17 provides, in pertinent part, that unless the fee is reduced because the applicant is a veteran, a \$25.00 processing fee shall be charged for each promotional examination application and that applications received without a fee shall not be processed. *N.J.A.C.* 4A:1-1.2(c) provides that a rule may be relaxed for good cause shown in a particular situation. In this matter, the appellant's belief that she had made full payment for the subject examination based on the "Payment Verification" page was a reasonable one. In this regard, the printout indicates a "Transaction Summary" of \$25 in examination fees and redacted credit card information. Therefore, under these circumstances, the Commission finds it appropriate to accept the appellant's payment and allow her application to be processed.

## ORDER

Therefore, it is ordered that this appeal be granted, Deborah Keith's \$25 payment for her examination be accepted, and her application be processed for prospective employment opportunities.

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 6<sup>TH</sup> DAY OF NOVEMBER, 2019



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