



STATE OF NEW JERSEY

In the Matter of Robert Szewczyk,
 Entry Level Law Enforcement
 Examination (S9999A)

FINAL ADMINISTRATIVE ACTION
 OF THE
 CIVIL SERVICE COMMISSION

Examination Appeal

CSC Docket No. 2020-857

ISSUED: January 30, 2020 (JH)

Robert Szewczyk requests that his application for the Entry Level Law Enforcement Examination (S9999A) be processed.

By way of background, the subject examination was announced on July 1, 2019 with a closing date of August 31, 2019. The appellant filed an application for the subject test on August 20, 2019. By notice dated September 4, 2019, the Division of Agency Services indicated that the appellant failed to submit the required application processing fee.

On appeal, Szewczyk contends that he “was confused in regards to the payment process . . . Due to my confusion about the payment process and this being my first time applying to this . . . please grant me this opportunity to partake in this exam and allow me to pursue a career in law enforcement.” In support of his appeal, the appellant provides a \$50 money order.

CONCLUSION

N.J.A.C. 4A:4-2.17 provides, in part, that a processing fee shall be charged for each open competitive and promotional examination application and for online applications, the fee may be paid by using a credit card or e-check, or by sending a check or money order. *See N.J.A.C.* 4A:4-2.17(a) and (b). *N.J.A.C.* 4A:4-2.17(c) provides that applications received without a fee shall not be processed unless the applicant submits, within the time required by written notice from the Civil Service Commission, the required fee within the prescribed time frame.

In the present matter, the appellant does not explain his “confusion about the payment process” or why he was unable to submit payment at the time of his application. In this regard, it is noted that the announcement clearly indicated that customer care and technical support “are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday – Friday, excluding holidays and emergency closings.”

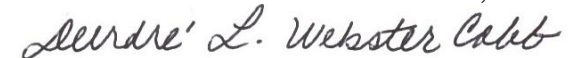
However, it is noted that the appellant was not provided with the opportunity to provide payment pursuant to *N.J.A.C. 4A:4-2.17(c)*. In this regard, the Division of Agency Services was contacted with respect to this matter and indicated that given the “timeframe of when he applied and when his information crossed over into” their computer system, he was only sent the notice of ineligibility. It is noted that similarly situated applicants who applied earlier in the process received notices requesting payment pursuant to *N.J.A.C. 4A:4-2.17(c)*. Under these circumstances, the appellant’s application should be processed.¹

ORDER

Therefore, it is ordered that this request be granted, the appellant’s application be processed and the appellant be scheduled for a make-up examination.

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 29TH DAY OF JANUARY, 2020



Deirdré L. Webster Cobb
Chairperson
Civil Service Commission

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c: Robert Szewczyk
Kelly Glenn

¹ As noted previously, the appellant provided the required processing fee on appeal.