



**STATE OF NEW JERSEY**

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

In the Matter of Christina Olivo,  
Senior Account Clerk (PC3863D),  
Hudson County

Examination Appeal

CSC Docket No. 2022-2948

**ISSUED:** October 12, 2022 (PS)

Christina Olivo appeals the determination of the Division of Agency Services (Agency Services), which found that she did not meet the experience requirement for the promotional examination for Senior Account Clerk (PC3863D), Hudson County.

The subject examination was announced with a closing date of March 21, 2022 and was open to employees who met the requirement of one year of experience in the preparation, maintenance and/or review and verification of financial records. The appellant was the only applicant for the subject promotional examination and was found ineligible by Agency Services because she failed to indicate any experience or to attach a resume to her application.

On appeal to the Civil Service Commission (Commission), the appellant maintains that she completed her application and her supporting documentation but did not add any experience. She submits a resume which outlines her work history from January 2013 to present. This submission indicates that the appellant worked as an Account Clerk in the Hudson County Clerk’s Office from January 2, 2019, to present using bookkeeping databases, spreadsheets and software. The appellant adds that in her role she also posted financial transactions using appropriate computer software. She also received and recorded vouchers, cash and checks as well as produced a variety of reports including income statements and balance sheets. The appellant was also responsible for reconciling and reporting any discrepancies found in the records. The appellant also worked as an Assistant

Manager in Clifton Saving Bank from April 25, 2016, to December 25, 2018, where she created monthly profit and loss reports. She was also responsible for conducting monthly internal audits, using data found to forecast future growth and areas of needed improvement.

Agency records indicate that the appellant received a provisional appointment to the title of Senior Account Clerk, effective September 27, 2021, and continues to serve in that capacity. Agency records also indicate that the appellant completed all parts of her application excluding experience on March 20, 2022, at 2:40 p.m.

## CONCLUSION

*N.J.A.C.* 4A:4-2.6(a)2 provides that applicants shall meet all requirements specified in the promotional examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an applicant may amend a previously submitted application only prior to the announced application filing date. *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, Agency Services correctly determined that the appellant was ineligible for the subject examination as of the March 21, 2022, closing date since no experience was indicated on her completed application. However, on appeal, the appellant attaches her resume and maintains that she has the necessary requirements for the title. The resume indicates applicable positions as a full-time Account Clerk in Hudson County and full-time Assistant Manager of Clifton Savings Bank. In this case, the record evidences that the examination situation is not competitive since the examination was cancelled given that the appellant, the sole applicant, and was deemed ineligible. Accordingly, although the information provided amends the appellant's application, the Commission will allow the amendment in this case. Further, the appellant continues to serve provisionally in the subject title. Under these particular circumstances, good cause exists to relax the provisions of *N.J.A.C.* 4A:4-2.6(a)2 and *N.J.A.C.* 4A:4-2.1(f) and accept the qualifying experience she has presented. As such, the appellant should be admitted to the examination.

However, the Commission emphasizes that the remedy in this matter is limited to the specific facts presented and shall not be utilized as a precedent in any other proceeding. The importance of submitting a properly completed application that includes all the necessary information cannot be overstated, since a complete application provides the only reliable barometer by which Agency Services can make the initial determination whether to admit or reject an applicant. Agency Services has no other tool to rely on in order to make this important initial assessment in an expeditious, fair and efficient manner. Therefore, the Commission

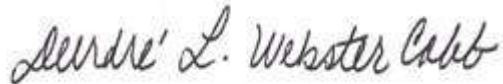
cautions the appellant that she must properly complete any applications she may file in the future.

**ORDER**

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

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 12<sup>TH</sup> DAY OF OCTOBER, 2022



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