



STATE OF NEW JERSEY

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

In the Matter of Victoria Ramirez,
Keyboarding Clerk 2 (PC0311D),
Burlington County

CSC Docket No. 2022-2988

Examination Appeal

ISSUED: November 2, 2022 (BS)

Victoria Ramirez appeals the determination of the Division of Agency Services (Agency Services) which found that she did not meet the requirements for the promotional examination for Keyboarding Clerk 2 (PC0311D), Burlington County.

The promotional examination at issue was announced with experience requirements which had to be met as of the announced closing date of January 21, 2022. Specifically, all applicants had to possess one year of clerical experience operating an alphanumeric keyboard or typewriter to produce documents such as letters, memos, reports, charts, forms and other materials.

The appellant filed an application on which she indicated that she possessed experience as a Keyboarding Clerk 1 (August 2019 to the closing date). Agency Services noted that the appellant failed to describe any relevant responsibilities on the application and concluded that the appellant did not possess any applicable experience. As a result, Agency Services found the appellant ineligible for the subject promotional examination. Twelve candidates applied for the examination and one was found eligible.

On appeal, the appellant asserts that she satisfies the subject requirements. The appellant claims to have gained appropriate experience while serving as a Keyboarding Clerk 1 which included producing charts, memorandum, letters, and reports.

CONCLUSION

N.J.A.C. 4A:4-2.6(a) provides that applicants shall meet all requirements specified in the examination announcement by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that, except for medical or psychological disqualification appeals, the appellant shall have the burden of proof.

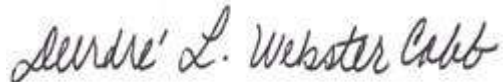
Initially, the appellant was found ineligible because she failed to indicate on her original application that she was performing relevant responsibilities. However, on appeal, the appellant provides that, as a Keyboarding Clerk 1, her day-to-day duties included operating an alphanumeric keyboard for the purpose of producing documents, letters, reports, and memorandum. The Civil Service Commission (Commission) finds that this experience satisfies the experience requirement for Keyboarding Clerk 2 and that the appellant is eligible for the subject promotional examination. *See N.J.A.C.* 4A:2-1.2(g). Additionally, the Commission notes that the examination is not competitive as only one candidate is on the list. Finally, the Commission cautions the appellant to completely list all duties on any future applications.

ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's 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 2ND DAY OF NOVEMBER, 2022



Deirdré L. Webster Cobb
Chairperson
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