



**STATE OF NEW JERSEY**

In the Matter of Vicky Howard,  
Senior Clerk Typist (PS0481Q),  
Office of the Public Defender

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

CSC Docket No. 2023-1975

Examination Appeal

**ISSUED: July 19, 2023 (HS)**

Vicky Howard requests permission to submit a late application for the promotional examination for Senior Clerk Typist (PS0481Q), Office of the Public Defender (OPD).

As background, the announcement for the subject examination issued on December 1, 2022 with a closing date of December 22, 2022. The resulting eligible list of 33 names promulgated on May 18, 2023 and expires on May 17, 2026. Several certifications have issued. The petitioner did not apply for the examination. Agency records indicate that the OPD posted the examination announcement in the petitioner’s unit scope; sent her notice of the announcement via e-mail on December 1, 2022; and sent her a reminder e-mail notice on December 16, 2022. The petitioner was advised that the OPD had taken these actions.

In her request to the Civil Service Commission (Commission), the petitioner states that had she seen the notice posted at the OPD, it would have never gone unnoticed.

**CONCLUSION**

*N.J.A.C.* 4A:4-2.1(e) provides, in pertinent part, that applications for promotional examinations shall be submitted no later than 4:00 P.M. on the announced application filing date.

Upon review, the Commission declines to permit the petitioner to file a late application. Although the petitioner claims that she did not see the posting of the examination announcement in her unit scope, she does not address the two e-mail notices she received. Accordingly, since the petitioner received more than adequate notice of the examination announcement, the Commission can find no basis in this case to allow her to file a late application.

**ORDER**

Therefore, it is ordered that this request be denied.

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 19<sup>TH</sup> DAY OF JULY, 2023



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Chairperson  
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