



STATE OF NEW JERSEY

In the Matter of Suh Gruppuso,
Judiciary Clerk 3 (S0044E),
Statewide

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

CSC Docket No. 2023-2872

Examination Appeal

ISSUED: October 11, 2023 (SLK)

Suh Gruppuso appeals the determination of the Division of Agency Services (Agency Services) that she did not meet the experience requirements for the open competitive examination for Judiciary Clerk 3 (S0044E), Statewide.

The closing date of the examination was January 23, 2023. The experience requirement was one year of experience in an office environment performing a variety of clerical and support services to include keyboarding and one or more of the following: document or information processing, handling payments for fees, recording monies received, reconciling balances or accounts and/or scheduling meetings or appointments. A total of 434 candidates applied for the open competitive examination, and 262 were admitted to the test, which was administered on September 9, 2023. The eligible list has not yet promulgated.

On the appellant's application, she indicated that she was a Judiciary Clerk 2 for the Judiciary from November 2022 to the subject examination closing date, an Owner/Operator for Priority Title Service from February 1999 to November 2022, an Apple Computer Technician for Charles River Computers from 1998 to 1999, and an Office Manager for Thomas Associates from 1996 to 1998. The Division of Agency Services (Agency Services) credited the appellant with three months of experience based on her Judiciary Clerk 2 experience, but it determined that she lacked nine months of experience.

On appeal, the appellant states that as an Officer Manager, she performed document and information processing, scheduled meetings and appointments, and used a keyboard to type emails to employees, clients, and vendors. Further, as a Title Examiner/Business Owner for more than 20 years, she created invoices, billed clients, collected payments, performed basic bookkeeping, and used a keyboard daily to type reports and emails to clients and vendors.

CONCLUSION

N.J.A.C. 4A:4-2.3(b)2 requires applicants to possess all the requirements specified in an announcement for an open competitive examination by the closing date. *N.J.A.C.* 4A:4-6.3(b) provides that the appellant has the burden of proof in examination appeals.

In this matter, the record indicates that Agency Services correctly determined that the appellant was ineligible for the subject examination because, other than her three months of service as Judiciary Clerk 2 prior to the subject examination closing date, while the appellant may have used a keyboard to type to perform certain duties in her various positions, there was no position where keyboarding was a primary duty. Specifically, as a Title Examiner/Business Owner, the appellant's primary duties were to perform Title Examiner duties and manage a business and not keyboarding. Similarly, as an Officer Manager, the appellant's primary duty was to oversee the operations of an office, and as an Apple Computer Technician, her primary duty was to maintain and fix computer hardware and software. In order for experience to be considered applicable, it must have as its primary focus full-time responsibilities in the areas required in the announcement. *See In the Matter of Bashkim Vlashi* (MSB, decided June 9, 2004). Accordingly, there is no basis to disturb the decision of Agency Services that the appellant did not possess sufficient applicable experience as of the closing date to establish eligibility for the subject examination.

ORDER

Therefore, it is ordered that this appeal 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 11TH DAY OF OCTOBER, 2023

Allison Chris Myers

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Chairperson
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