



Records Technician 3, MVC and claims to have “extensive Driver History knowledge.” However, the appellant failed to describe any additional qualifying experience.

### 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:4-2.1(f) provides that new information may not be added to an application once the closing date for filing has passed. *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.

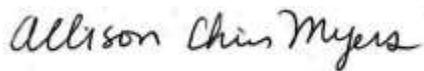
A review of the appellant’s application reveals that she only listed one position, that of provisional Records Technician 3 MVC, which gave her a total of three months of applicable experience as of the closing date. On appeal, the appellant failed to describe any additional experience. Regardless, even had the appellant described additional qualifying information on appeal, this is a competitive situation with 63 eligibles on the list. As such, there would be no basis to relax *N.J.A.C.* 4A:4-2.1(f) and accept such new information. Accordingly, the record reflects that the appellant did not meet the requirements for the title under test.

### 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 4<sup>TH</sup> DAY OF SEPTEMBER, 2024




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Allison Chris Myers  
Chairperson  
Civil Service Commission

Inquiries  
and  
Correspondence:

Nicholas F. Angiulo  
Director  
Division of Appeals and Regulatory Affairs  
Civil Service Commission  
Written Record Appeals Unit  
P.O. Box 312  
Trenton, New Jersey 08625-0312

c: Tracey Greene  
Angela Lamorte  
Division of Agency Services  
Records Center