



STATE OF NEW JERSEY CIVIL SERVICE COMMISSION

Mikie Sherrill, Governor • Dr. Dale G. Caldwell, Lt. Governor • Mary Cruz, Acting Chair/Chief Executive Officer

ANNOUNCEMENT & ONLINE APPLICATION SYSTEM USER GUIDE

Before You Begin

APPLICATION REMINDERS

- Before completing an application, please read the entire announcement.
- To ensure that your information is properly submitted, be sure to click the Next button on all screens that contain data.
- Carefully review your application to ensure that it is complete and accurate before submitting.
- All requirements must be met as of the closing date on the announcement.
- Online applications must be completed and submitted by 4pm on the closing date (or application filing deadline if one is indicated on the announcement).
- You must complete your application in detail. Your score may be based on a comparison of your background with the job requirements. Failure to complete your application properly may cause you to be declared ineligible or may lower your score if your application is your test paper.
- If supplemental documents are **required**, please upload them with your application or submit them within five business days of submitting your online application.

VETERAN'S PREFERENCE

Applying for Veteran's Preference:

- If you have established veteran's preference since April 1, 1980 no further action is needed. Otherwise, complete a veteran's preference claim form and include the required documents.
- Claim forms are available on our website at <https://www.nj.gov/csc/jobs/veterans>
 - Completed forms should be mailed to the Department of Veteran's Affairs (DVA).
- For more information, visit their website at <https://www.nj.gov/dva> or contact them at 1-888-865-3387.

Processing Fees for Veterans:

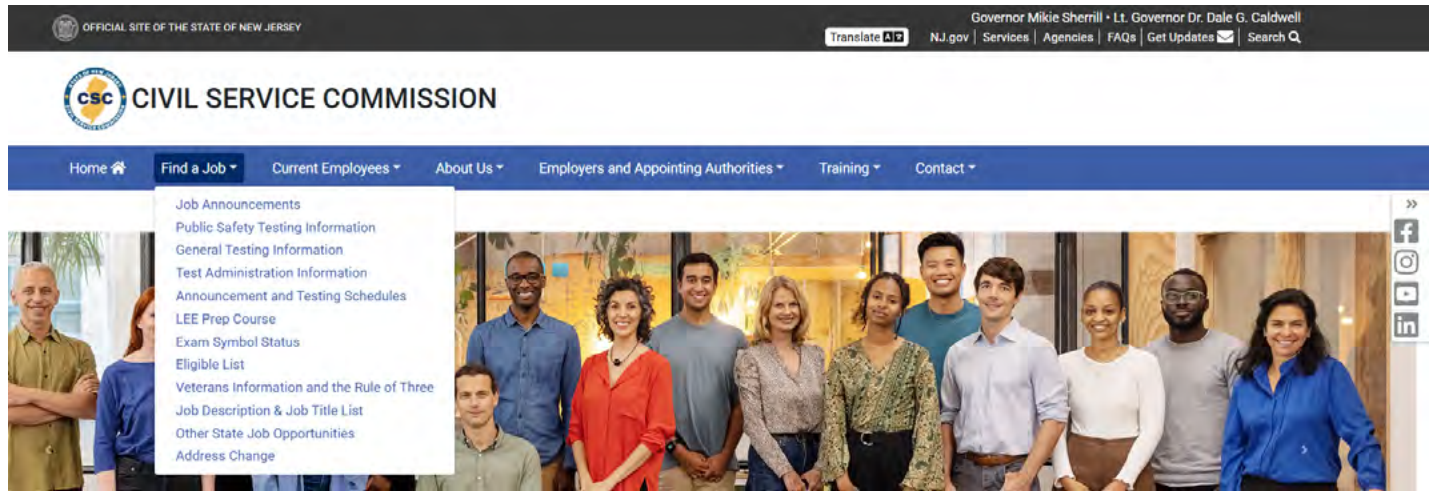
- In accordance with Public Law 2010 c. 26, Veterans pay a reduced processing fee of \$15.00 if
 - Veteran's Preference with the DVA (as defined by NJSA 11A:5-1 et seq) has previously been established or
 - DVA has approved a claim at least 8 days prior to the issuance of the eligibility list.
- Please note this reduced fee does not apply to Public Safety titles (i.e. Police, Fire, County Correction and Sheriff).

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Getting Started

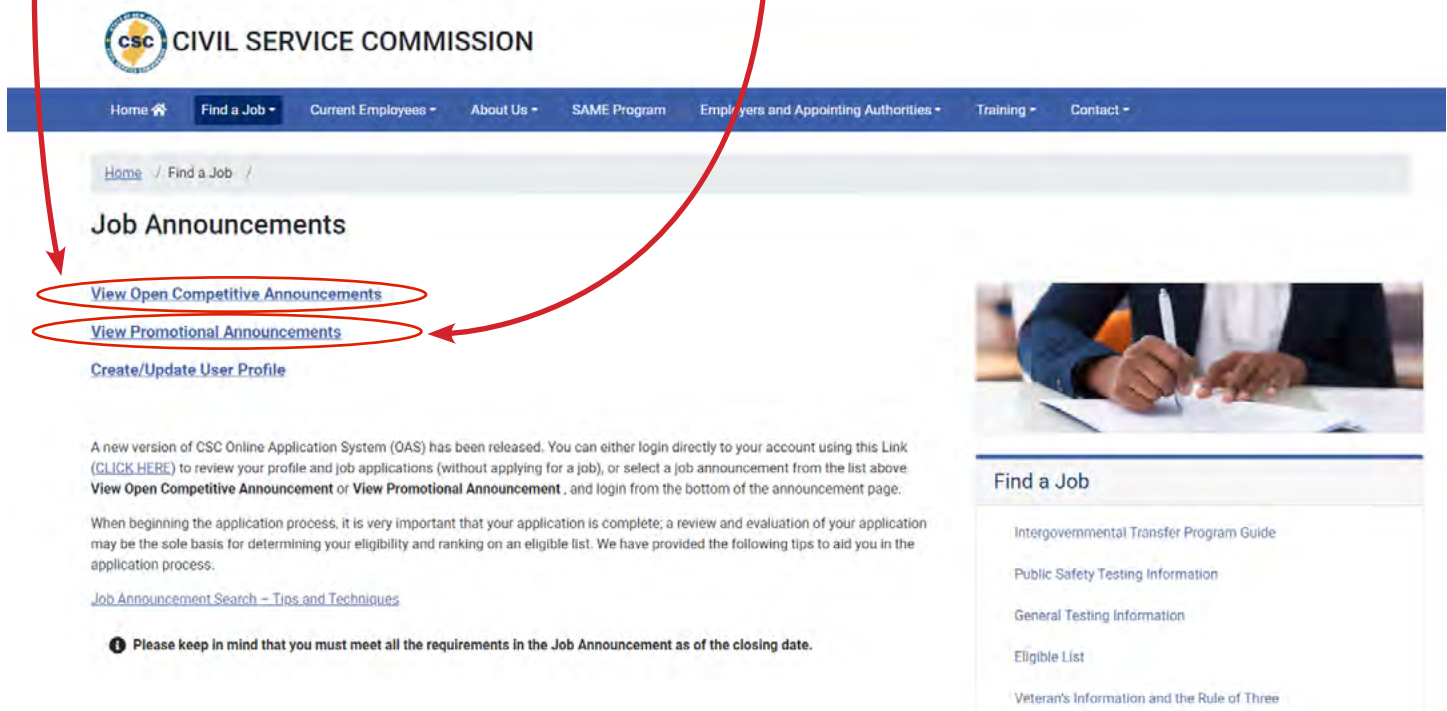
By accessing the Civil Service Commission's website at <https://nj.gov/csc> and clicking "Find a Job" and selecting "Job Announcements" from the drop down menu, you will have the ability to search various job announcements and read employment information about the State of New Jersey.



Search Job Announcements

Click this link to view announcements that are **open to the public**.

Click this link if you are a **current State, County or Municipal Government employee with permanent status**. For more information regarding Promotional Announcements, please see [page 27](#) of this guide.



View Open Competitive Job Announcements

On this page, you can sort the job announcements according to job title, jurisdiction, issue date, closing date, etc. by clicking on the up/down arrows.

Click  to obtain the entire announcement, which lists all requirements.

The New Jersey Civil Service Commission updates this page daily. Note the closing date for submitting applications. If the announcement is opened to residents of more than one jurisdiction, the eligible list will be ranked according to that sequence. [Click here](#) for additional information.

Most Announcements will remain on this page for at least two weeks. Filing instructions are provided with each announcement and state how and where to apply. Click on the icon in the list below to obtain the complete Job Announcement.

If you file an application and are not a resident of the jurisdiction(s) listed in the "Open to residents of" field on the announcement, you will be found ineligible and your application fee will not be refunded.

If you change your mailing address or email address, you must notify the CSC immediately in writing. [Click here](#).

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please [Click here](#) to send Email or call (609)292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

Need Help?

- [Job Announcement - Tips and Techniques](#)

Showing all Job Announcements (144):

Symbol	Title	Jurisdiction	Open to Residents of	Issue Date	Closing Date	Amended
 M1108D	Technical Assistant To The Construction Official	Bergenfield	1) New Jersey	09/01/2022	09/21/2022	07/01/2024
 S1204E	Administrative Analyst 3 Information Systems	State	(1) New Jersey, (2) United States	12/01/2023	12/21/2023	07/01/2024
 M0610F	Identification Officer	Newark	(1) Newark City, (2) Essex County	05/01/2024	05/21/2024	07/01/2024
 M0709F	Keyboarding Clerk 3	East Orange	(1) East Orange City, (2) United States	05/01/2024	05/21/2024	07/01/2024
 M0732F	Assistant Housing	Elizabeth			05/21/2024	07/01/2024

Please note that you must be a resident of the township/county listed on the announcement to be eligible.

Residency is where you maintain your single legal residence, i.e. the place where you physically live. Please note that your residency may be different from your mailing address. Residency is established as of the closing date for filing applications and cannot be changed after that date. Some jurisdictions require candidates to maintain continuous residency as of the hire date. Applicants are responsible for contacting the hiring agency for information regarding the jurisdiction's residency requirement.

TIP

Job announcements are generally posted on the 1st of month of each month. If you do not see a title in which you are interested, please revisit the website as new titles are announced monthly.

Note: If you are interested in examination announcements, change the "**showing all job announcements**" filter to "**Open Competitive Examination Announcements only**". If you leave the selection at "**All Announcements**", this option will display all examination announcements and vacancy notices.

Applying for a Job

If you are interested in, and satisfy the requirements listed on the announcement, click this link to begin the application process.



[Back to job list](#)

Symbol: M1108D

Title: TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

Issue Date:	09/01/2022	Closing Date:	09/21/2022
Jurisdiction:	BERGENFIELD	Salary:	\$48,500.00 – \$60,000.00 Per Year
Num. of Positions:	1	Workweek:	35 Hours per Week
Application Fee:	\$25.00	Application Filing Deadline:	07/22/2024

Open to residents of:

- 1) New Jersey

Requirements:

EXPERIENCE: Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

LICENSE: Applicants must possess a valid New Jersey Uniform Construction Code Certification as a Technical Assistant, issued by the Department of Community Affairs. Please ensure to provide details of your license on your application. Failure to indicate possession of a current license as of the closing date will result in ineligibility. You may be required to provide a copy of a valid license upon appointment.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

PLEASE NOTE: Applications must be completed and submitted by **4:00pm** on the closing date.

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: OAS.support@csc.nj.gov or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY**.

Special Notes:

This announcement is being amended for residency. Please be advised that all requirements must be met as of the original closing date. If you filed an application during the original filing period, you do not need to submit an application during this extended filing period.

Amended - 7/1/24

Important information:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.** NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please [click here](#) for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
6. Application fees submitted via personal check or money order must be postmarked within **five (5) business days** of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.
7. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.

- Read Description of Job and Specification: [05193](#)
- [Click here](#) to apply via the **Online Application System**

TIP

During the application process, you will be asked to provide contact information, previous and current work experience, and payment information. It would be helpful to gather this information before beginning the application process.

User Account

If you have applied for a Civil Service announcement within the last 5 years, your account has already been created. If you do not remember your user name or email address that you used to create your account, please email OAS.Support@csc.nj.gov to request this information. Once you obtain this information, follow the prompts to reset your password. Note: You will receive an email to reset password within a few minutes. And, your password is case sensitive.

CSC CIVIL SERVICE COMMISSION Online Application System

Contact Us Privacy Notice Job Announcements Register Log in

New Online Application System (OAS). The OAS has been updated to provide a more user-friendly way to apply for jobs with the State of New Jersey. If you have an existing account (created in the past 5 years) in the previous version of the OAS, you will need to reset your password before you can log in. To do so, please click the **"Reset/Forgot your password?" link**, enter your email address and follow the prompts to reset your password.

If you are a new user, please click the **"Register"** button to create an account.

Once you have logged in or created an account, you will be able to:

- Apply for jobs
- Check your application status
- Update your profile

If you are a first-time user or have not filed an Online Application within the last five years, click on the **"Register"** button to begin the process.

Create a new account.

*User Name

*Email

*Password

*Confirm password

[INSTRUCTIONS FOR PASSWORD](#)

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When you register for an account, you will receive an e-mail confirmation. You must confirm your e-mail by clicking the link **within 2 hours of receipt**. You will not be able to apply for any announcements if your email address is not confirmed. Please note that creating an account only confirms you have an account, not that you have applied for a Job Announcement.

Welcome to NJ CSC Online Application System!
Your applicant ID is 888005064.
Please confirm your email by clicking here
Note that: the token expires in 2 hours.

This email is automatically generated by NJ CSC OAS.

User Account (cont.)

Whether you are a new user or returning user, you will be asked to confirm if you are a current or former NJ State or Local government employee. If you are not currently or formerly a NJ state or local government employee, please select **"no"**. You can provide your Social Security Number and click the **"Submit"** button.

Are you a current or former NJ state or local government employee? No yes

Social Security Number

Note: Your **Social Security Number (SSN)** will be kept confidential and will be used as your Applicant I.D. number to identify and track all of your records and transactions associated with the application and ... (click for more info)

[Submit](#)

You haven't submitted applications for any exams.

You can work on your profile from [here](#).

If you are a current or former NJ state or local government employee, please select **"yes"**, and a pop-up will appear, click **"ok"** to continue.

csctest says

Click 'Retrieve SSN & EID' to get SSN and EID.

[OK](#)

You will be able to retrieve your SSN & EID number by selecting the hyperlink.

Are you a current or former NJ state or local government employee? No yes

Social Security Number [Click "Retrieve SSN & EID" to get SSN](#)

Employee ID (for state/local employee) [Click "Retrieve SSN & EID" to get EID](#)

Note: Your **Social Security Number (SSN)** will be kept confidential and will be used as your Applicant I.D. number to identify and track all of your records and transactions associated with the application and ... (click for more info)

[Retrieve SSN & EID](#)

[Submit](#)

Enter the last 4 digits of your Social Security Number, your last name and your birth date and select **"Retrieve"** to verify your SSN.

Retrieve SSN & EID

You can retrieve SSN & EID if you have ever been employed by NJ state or local government.

*Last 4 Digits of SSN:

*Last Name:

*Birth Date:

[Retrieve](#)

[Close](#)

Creating your Profile

Contact Information

You will begin the application process by providing your contact information. Once you have provided all required information, you will be able to proceed by clicking **"Next"** at the bottom of the page.

Csc Applicant, this is NOT an application. You are modifying your profile.

⚠ Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

Contact Info

- EEO
- Preferences
- Education
- Experience
- Training
- Internship
- License

Contact Information

Info will be saved automatically!

Instructions ⓘ

Name:

Csc Middle Init Applicant Suffix

Veterans Preferences ⓘ
Click here to see if your service qualifies you for New Jersey Civil Service Veterans Preference and to get a Civil Service Veterans Preference Claim Form.

Social Security Number (SSN): [Click to Input SSN](#) ⓘ [More Information](#)

City: Trenton

State: NEW JERSEY

Zip Code: 08625

Residence ⓘ

County: Mercer

Township: Trenton City

Residency Code: 1111

Daytime Telephone Number: (123)456-7890

Alternate Telephone Number: (123)456-7890

Are you a United States Citizen?
 Yes No

Date of Birth: 01/01/2000

Next

TIP

In order to obtain Veterans preference, you must provide your Social Security Number (SSN). Also you must have established Veterans preference with the Department of Veterans Affairs (DVA) if you would like to claim it on your application. Please go to page "i" at the beginning of this user guide to read important information regarding Veterans Preference. "If you are claiming Veterans preference but have not yet received approval from DVA, you must pay the full application fee. A refund may be requested if the claim is approved at least 8 days prior to the issuance of the eligible list.

Creating your Profile

EEO

This screen contains information that is used to comply with EEOC Guidelines and the NJ State Affirmative Action Program. Completion of parts A and B is voluntary.

Click on the radio button(s) to make a selection.

CSC CIVIL SERVICE COMMISSION Online Application System

Contact Us Privacy Notice Job Announcements TestDASApplicant

Csc Applicant, this is NOT an application. You are modifying your profile.
⚠ Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

Contact Info EEO Preferences Education Experience Training Internship License Attachments

EEO
Info is saved automatically!

Background Data

A. Select Your Ethnic Member Group:
 Hispanic/Latino Non Hispanic/Latino

Primary Race: Some Other Race

Secondary Race:
 Asian Black American Indian Native Hawaiian/Pacific White Some Other Race

B. Gender:
 Male Female Non-binary

Next

After completing the information on this page, select “**Next**” to advance to Preferences page.

TIP

If you do not have any information to provide on a screen, you can navigate through the process by clicking on the Tabs.

Creating your Profile

Preferences

Testing Center Preference:

Preference:

Indicate the county in which you prefer to take the examination.

ADA Accommodations:

If you are requesting an ADA accommodation, click this box.

Work Location Preferences:

Work Location Preference(s) only applies to State government titles. Please make a selection however, it will not appear on your application for a County or Municipality title.

After completing the information on this page, select **“Next”** to advance to the Education page.

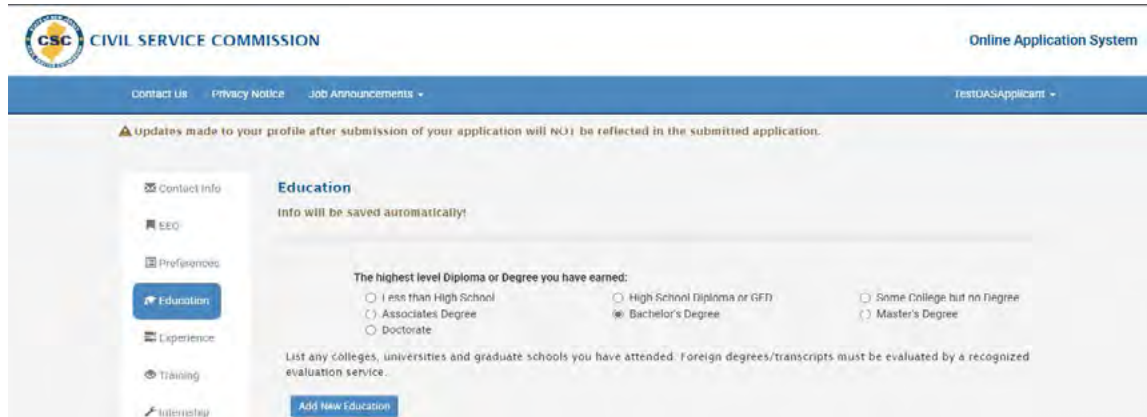
Creating your Profile

Education

Please provide all educational information requested. List all colleges, universities and/or graduate schools that you have attended.

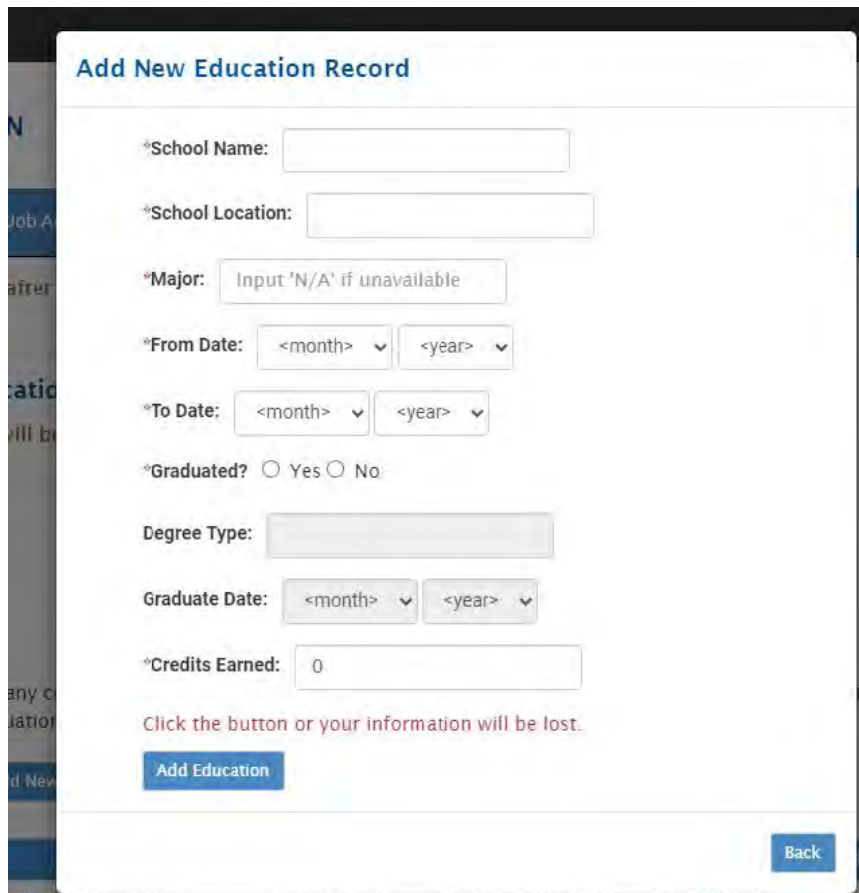
Example 1: The first section asks you to indicate the highest level of education obtained. If you click Less than High School or High School Diploma or GED, click **"Next"** to advance to the Experience page. If you click any other education choice, you will be required to provide additional information as noted in **Example 2**.

Example 1:



The screenshot shows the 'Education' section of the CSC Online Application System. The page header includes the CSC logo, 'CIVIL SERVICE COMMISSION', and 'Online Application System'. A navigation bar contains 'Contact Us', 'Privacy Notice', 'Job Announcements', and 'TestOASApplicant'. A warning message states: 'Updates made to your profile after submission of your application will NOT be reflected in the submitted application.' The 'Education' section is active, showing a sidebar with 'Education' selected. The main content area is titled 'Education' and includes the text 'Info will be saved automatically!'. Below this, a section titled 'The highest level Diploma or Degree you have earned:' contains six radio button options: 'Less than High School', 'High School Diploma or GED', 'Some College but no Degree', 'Associates Degree', 'Bachelor's Degree' (which is selected), and 'Master's Degree'. A 'Doctorate' option is also present but not clearly visible. Below the radio buttons, there is a text input field for listing colleges, universities, and graduate schools, with a note that foreign degrees/transcripts must be evaluated by a recognized evaluation service. An 'Add New Education' button is located at the bottom of the form.

Example 2:



The screenshot shows the 'Add New Education Record' form. The form is titled 'Add New Education Record' and contains the following fields and options:

- *School Name: [Text Input Field]
- *School Location: [Text Input Field]
- *Major: [Text Input Field with placeholder 'Input 'N/A' if unavailable']
- *From Date: [Month dropdown] [Year dropdown]
- *To Date: [Month dropdown] [Year dropdown]
- *Graduated? Yes No
- Degree Type: [Text Input Field]
- Graduate Date: [Month dropdown] [Year dropdown]
- *Credits Earned: [Text Input Field with value '0']

Below the form fields, there is a warning message: 'Click the button or your information will be lost.' At the bottom of the form, there is an 'Add Education' button and a 'Back' button.

Please be sure to click **"Add Education"** to save the information and advance to the Education Summary grid.

Creating your Profile

Education (cont.)

After saving your education information, you will see the following grid which allows you to:

- **Add more Education**
- **Modify or Delete your Education.**

Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

Education
Info will be saved automatically!

The highest level Diploma or Degree you have earned:

Less than High School High School Diploma or GED Some College but no Degree
 Associates Degree Bachelor's Degree Master's Degree
 Doctorate

List any colleges, universities and graduate schools you have attended. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.

[Add New Education](#)

	School Name	School Location	Major	From Date	To Date	Is Graduated	Degree Type	Graduate Date	Credits
Modify / Delete	College	College Street	Business	Sep 2018	May 2021	Yes	Bachelor's	May 2021	120

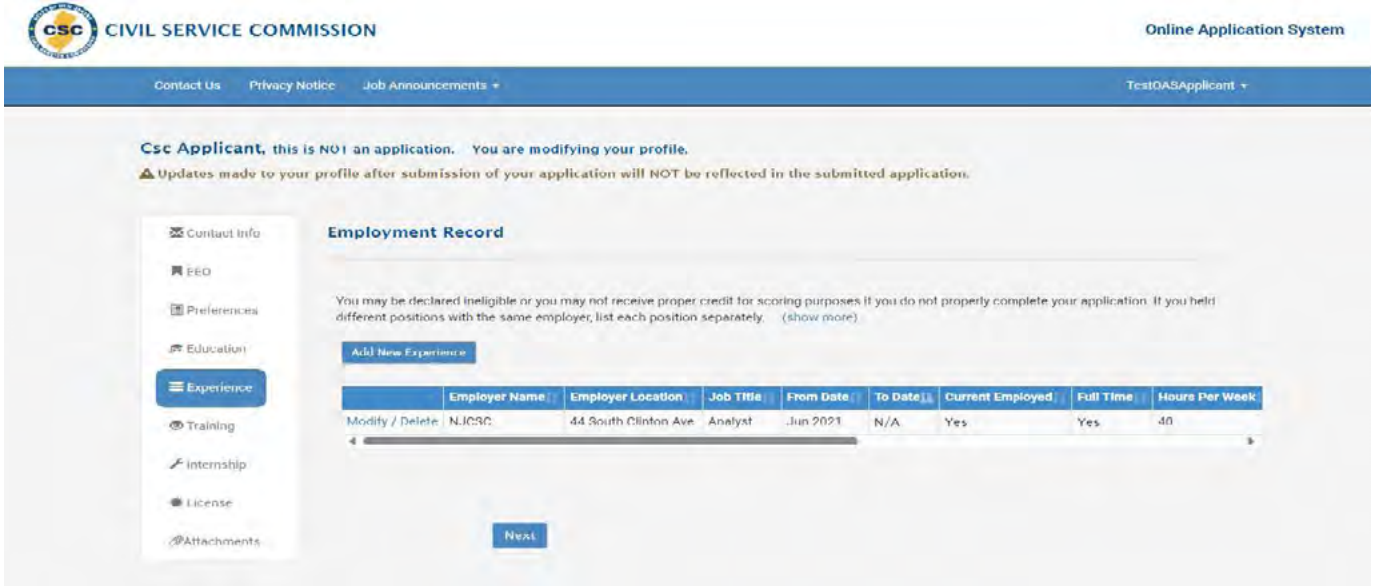
You may sort your Education by any column by clicking on the up or down arrow.

After completing the information on this page, click **“Next”** to advance to the Experience page.

Creating your Profile

Experience

Provide **all** employment information (not just your current employment information). If you have multiple experiences, make sure that you list each experience separately. **Note:** Be sure to include your current provisional experience separately, if appropriate.



Note: If you do not have anything to enter in this section, click **“Next”** to advance to the Training page.

If you do not list any experience, you will see a warning **“No experience information provided.”** You will not be able to add information to your application once your application is submitted.

If the experience you are listing is for your current job, please check the **“Currently Employed”** box.

If you do not supervise, enter 0 in these fields.

You can copy and paste into this text box, but keep in mind that only 2,000 characters will be saved.

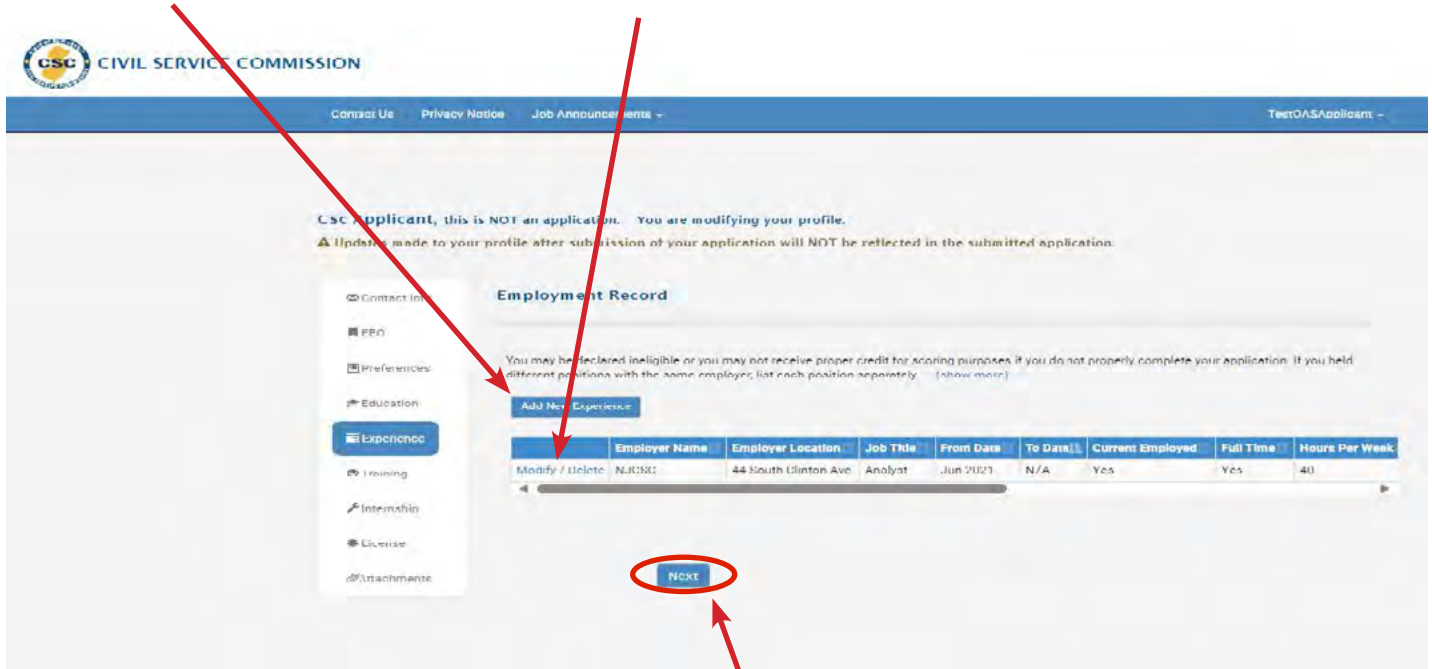
Please be sure to click **“Add Experience”** to save the information and advance to the Experience Summary grid.

Creating your Profile

Experience (cont.)

After saving your education information, you will see the following grid which allows you to:

- Add more Training
- Modify or Delete your Experience



After completing the information on this page, click “**Next**” to advance to the Training page.

TIP

If your session “times-out” you will need to return to the Civil Service website, Select “**Find a Job**” then “**Job Announcements**”, and click on the “**Create/Update User Profile**” link (see page 1).

Or [click here](#) to be brought back to the Job Announcements website. This will allow you to access your profile again.

Creating your Profile

Training

Provide any business, vocational, technical and/or military schools that you have attended.

Csc Applicant, this is NOT an application. You are modifying your profile.

Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

Contact Info
EEO
Preferences
Education
Experience
Training
Internship
License
Attachments

Other Schools or Training Courses

Include business, vocational, technical, and military schools you have attended that are related to the title for which you are applying. If you are currently attending this training, enter the **current month and year** in the Dates Attended To section.

Add New Training

Training Facility Name	Training Facility Location	Subjects	From Date	To Date	Hours Per Week	Is Completed
No training records yet. Click "Add New Training" to create a training record.						

Next

If you do not have anything to enter in this section, click “Next” to advance to the Internship page.

Add New Training Record

*Name of Training Facility:

*Location of Training Facility:

*Subjects/Courses:

*From Date:

*To Date:

*Hours Attended Per Week:

*Completed? Yes No

Click the button or your information will be lost.

Add Training

Back

Please be sure to click “Add Training” to save the information and advance to the Training Summary grid.

Creating your Profile

Training (cont.)

After saving your training information, you will see the Training Summary grid which allows you to:

- **Add more Training**
- **Modify or Delete your Training**

The screenshot shows the CSC Online Application System interface. The header includes the CSC logo and 'CIVIL SERVICE COMMISSION' on the left, and 'Online Application System' on the right. A navigation bar contains 'Contact Us', 'Privacy Notice', 'Job Announcements', and 'Test/OAS Applicant'. The main content area is titled 'Csc Applicant' and includes a warning: 'this is NOT an application. You are modifying your profile.' Below this is a section for 'Other Schools or Training Courses' with an 'Add New Training' button. A table with columns for 'Training Facility Name', 'Training Facility Location', 'Subjects', 'From Date', 'To Date', 'Hours Per Week', and 'Is Completed' is shown, with a message: 'No training records yet. Click "Add New Training" to create a training record.' A 'Next' button is located at the bottom of the section.

After completing the information on this section, click “**Next**” to advance to the Internship page.

Creating your Profile

Internships

Provide any information regarding internships you have completed.

CSC CIVIL SERVICE COMMISSION Online Application System

Contact Us Privacy Notice Job Announcements - TestOASApplicant -

Csc Applicant, this is NOT an application. You are modifying your profile.

⚠ Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

Internships

List any internships you have completed that are related to the position for which you are applying. If you are currently completing this internship, enter the **current month and year** in the Date To section.

Add New Internship

Internship Type	Internship Location	From Date	To Date	Hours Per Week	Is Curriculum	Supervisor Name	Supervisor Phone
No internship records yet. Click "Add New Internship" to create an internship record.							

Next

If you do not have anything to enter in this section, click “**Next**” to advance to the License page.

Add New Internship Record

*Type of Internship:

*Location of Internship:

*From Date: <month> <year>

*To Date: <month> <year>

*Hours Attended Per Week:

*Was it part of a college curriculum? Yes No

List the major duties you performed in this position. In order of importance:
(Note: a maximum of 2000 characters will be saved. If you copy/paste, all of your information may not be saved.)

*Duties:

*Supervisor Name:

*Supervisor Phone:

Click the button or your information will be lost.

Add Internship

Back

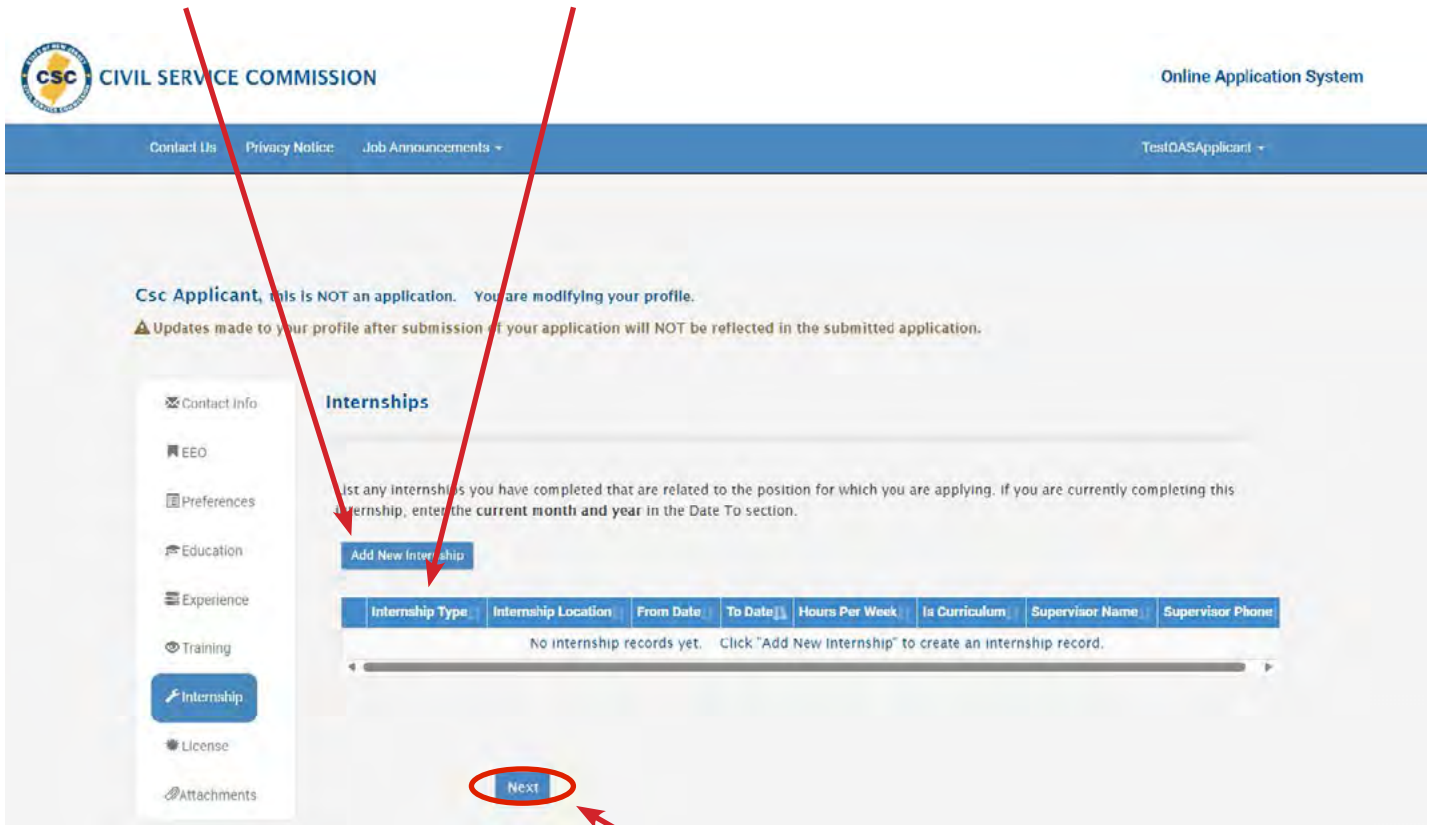
Please be sure to click “**Add Internship**” to save the information and advance to the Internship Summary grid.

Creating your Profile

Internship (cont.)

After saving your internship information, you will see the Internship Summary grid which allows you to:

- **Add** more Internship
- **Modify or Delete** your internship



After completing the information on this page, click “**Next**” to advance to the License page.

Creating your Profile

Licenses

Provide any information regarding licenses, certifications or registrations that you possess.

Csc Applicant, this is NOT an application. You are modifying your profile.

⚠ Updates made to your profile after submission of your application will NOT be reflected in the submitted application.

☰ Contact Info

☰ EEO

☰ Preferences

☰ Education

☰ Experience

☰ Training

☰ Internship

☑ License

☰ Attachments

Licenses/Certifications/Registrations

List any licenses, certifications or registrations that you possess which are related to the position for which you are applying. If your license, certification or registration does not have an expiration date, enter the month, day and year of the date you submit your application in the Expiration Date section

[Add New License](#)

License Name	Issuing State	Issue Date	Expiration Date	Never Expires	Identifying Number
No license records yet. Click "Add New License" to create a license record.					

[Next](#)

If you do not have anything to enter in this section, click “**Next**” to advance to the Attachments page.

Add New License Record

*Name of License:

*Issuing State:

*Issuing Date:

*Expiration Date: Never expires

*Identifying Number:

Click the button or your information will be lost.

[Add License](#)

[Back](#)

Please be sure to click “**Add License**” to save your information and advance to the License Summary grid.

Creating your Profile

Licenses (cont.)

After saving your license information, you will see the following grid which allows you to:

- **Add more Licenses**
- **Modify or Delete your Licenses**

The screenshot shows the 'Licenses/Certifications/Registrations' section of the CSC Online Application System. The page header includes the CSC logo and 'CIVIL SERVICE COMMISSION' on the left, and 'Online Application System' on the right. A blue navigation bar contains links for 'Contact Us', 'Privacy Notice', 'Job Announcements', and 'TestDASApplicant'. The main content area displays a message: 'Csc Applicant, this is NOT an application. You are modifying your profile.' Below this is a warning: 'Updates made to your profile after submission of your application will NOT be reflected in the submitted application.' A sidebar on the left lists profile sections: Contact Info, EEO, Preferences, Education, Experience, Training, Internship, License (highlighted), and Attachments. The main section is titled 'Licenses/Certifications/Registrations' and contains instructions: 'List any licenses, certifications or registrations that you possess which are related to the position for which you are applying. If your license, certification or registration does not have an expiration date, enter the month, day and year of the date you submit your application in the Expiration Date section.' Below the instructions is an 'Add New License' button. A table with columns 'License Name', 'Issuing State', 'Issue Date', 'Expiration Date', 'Never Expires', and 'Identifying Number' is shown, with a message below it: 'No license records yet. Click "Add New License" to create a license record.' A 'Next' button is located at the bottom right of the main content area and is circled in red. Red arrows point from the list items above to the 'Add New License' button and the 'Next' button.

After completing the information on this page, click **“Next”** to advance to the Attachments page.

Creating your Profile

Submitting Supporting Documentation (Online)

You can upload supporting documentation during the application or profile process by selecting the "**Attachments**" page. There are 2 options for submitting supporting documentation: Online and regular mail. To submit by regular mail, please see [page 20](#) of this guide.



Note: You may upload as many documents as you would like, however, each document must be uploaded separately.

You must select a file content type for each attachment and click on "**Click to choose file...**"

Some content types require additional information. If an additional drop down box appears, please make the appropriate selection to further define your attachment.

Once the required information is selected and you have chosen your file (attachment), click the "**Upload File**" button.

If your document successfully uploads, a message will confirm this information and the Attachment Summary grid will be populated. As you upload additional documents, they will appear on the grid. You will be able to print a copy of the grid for your records. You **cannot** edit or delete documents once they are uploaded. If your document does not upload, you will receive an error message.

Please ensure that your file (attachment) conforms to the limits indicated: **File should be in PDF/DOC/DOCX/TIF format, and should be less than 4MB.**

Once you upload a document, it will become part of your record. If you submit future applications, you will not have to upload the same document again unless you wish to provide updated information.

Creating your Profile

Submitting Supporting Documentation (By Mail)

Select the appropriate Content Type and Document Type and select "Download & Print Cover Page".



- The downloaded cover page must be printed and mailed with each document type. It will also appear in your Attachments Summary grid.
- Each content and document type is assigned a unique bar code which, when scanned by the Civil Service Commission, connects your documents to your application. This is the reason you need to print a separate cover page for each document.
- You can mail multiple documents together however, each document must have a cover page.



File Your Application

When you have completed your profile, to file an application, you must click on the announcement option at the top of your profile. Selection "Open Competitive" or "Promotional". You can then search for the announcement for which you would like to apply.

For "Open Competitive" announcements, scroll to the bottom of the announcement for the link "[Click here to apply via the Online Application System](#)" ([click here](#) to refer back to page 2)



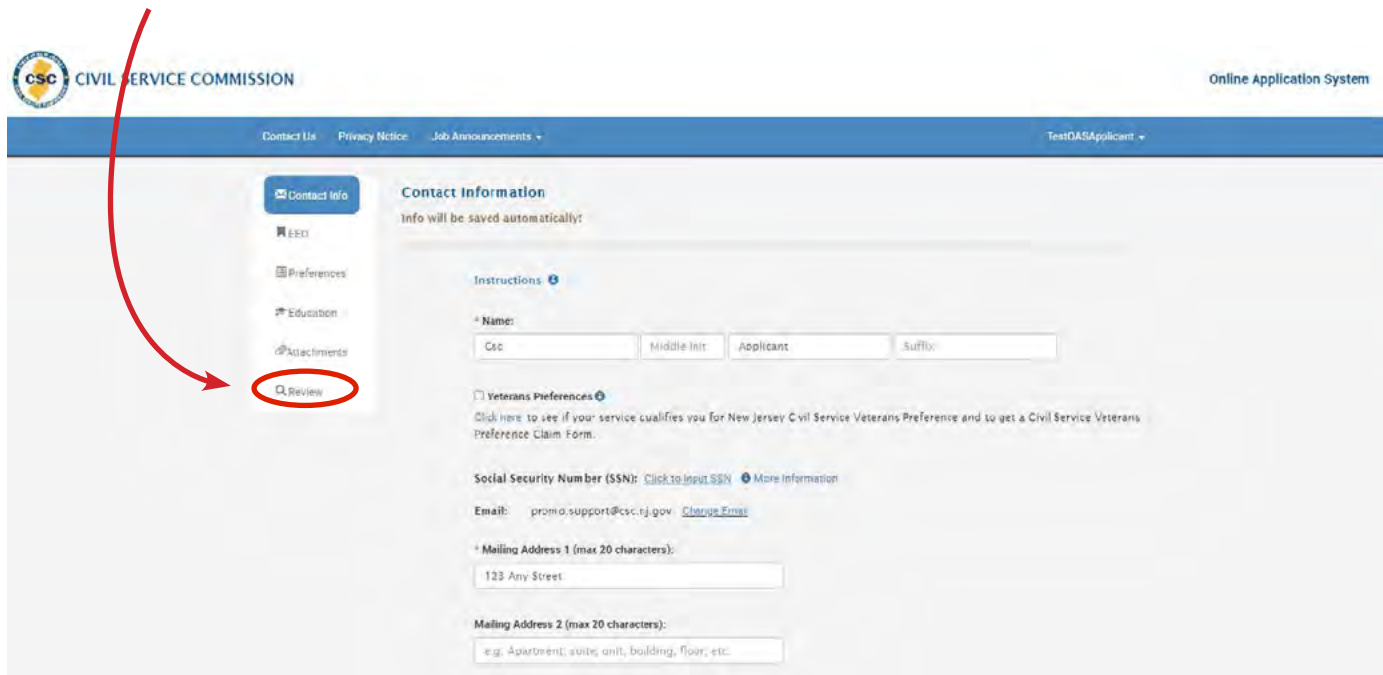
For "Promotional" announcements, use the "[Click here to file online](#)" link at the top of the announcement ([click here](#) to refer to page 27)



The "**click here**" link will start you in the application process. You can now review and print your application and submit your payment. The following pages will guide you through finalizing and submitting your application.

Review Your Application

When you have chosen an announcement to submit an application, a **"Review"** section appears. Select the **"Review"** section if you would like to review the information you have provided to determine if you need to make any changes/updates/additions.

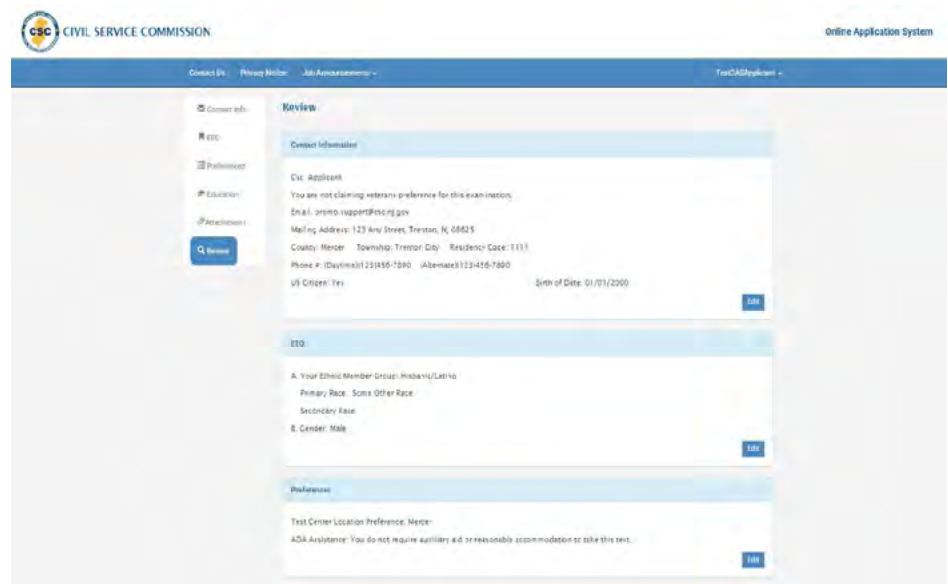


If you do have to make changes, click on the **"Edit"** button for that area.

Note: Any changes that you make to your application will also change your profile.

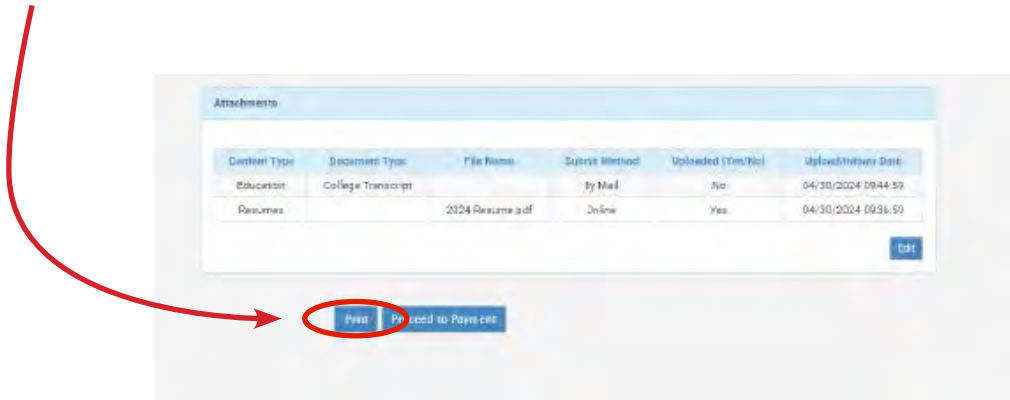
Once you submit your online application you will not be able to go back to the application to add or modify any information.

You can go into your profile and add or modify information for future applications.



Print Your Application

If you have completed your review and have no additional changes, you can print a copy of your application for your records by selecting the **"Print"** button.



Before you proceed to the payment process and submit your application, did you carefully review:

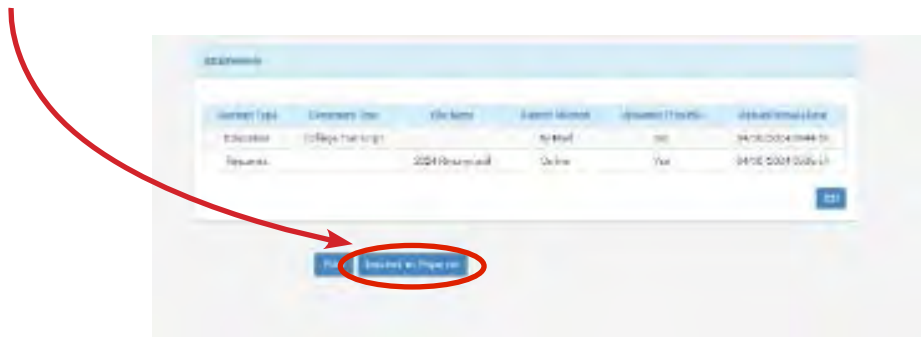
- the residency requirement of the announcement to make sure you meet this requirement as of the closing date? (Note: residency requirements only appear on Open Competitive Announcements.)
- the announcement to make sure you meet all requirements (education, experience, license/certification, etc.) as of the closing date?
- that any supporting documentation (i.e., transcripts, license/certification etc) is attached or you have generated a cover page to send your attachments by regular mail?
- each section of your application to make sure all of your information is complete and accurate?

TIP

If you do not have access to a printer, you can copy and paste your application into a Word document and then save it for your records.

Processing Fee

Once you have reviewed and printed your application, you must select "**Proceed to Payment**" in order to submit your application.



Upon selecting "**Proceed to Payment**", please review the warning message. After reviewing, if you click "**Pay Application**" you will be able to select your payment type and submit your application. If you click "**Back**", you will be returned to your profile and your application will not be submitted.

Before Pay

Before you submit your application and proceed to the payment section, did you carefully review:

- the residency requirement of the announcement to make sure you meet this requirement as of the closing date?
- the announcement to make sure you meet all requirements (education, experience, license/certification, etc.) as of the closing date?
- each section of your application to make sure all of your information is complete and accurate?
- the announcement to see if additional documentation is needed? (Note: If a specific degree or course work is required, transcripts are required. You may submit your documents electronically with your online application in Attachments tab, or you may mail your paper documents. After you submit your application you will receive a confirmation e-mail which tells you where to mail your transcripts and/or foreign transcript evaluation.)
If you have fee exemption documentation, you may submit your documents electronically with your online application in Attachments tab.

Warning: The New Jersey Civil Service Commission (NJ CSC) may refuse to examine, or certify after examination, any applicant who makes a false statement of any material fact per NJAC: 4A:4-6.2

I have read and understand the information provided in the announcement

I understand that my application may be released to the Appointing Authority for the purpose of verifying information with regard to my qualifications.

I understand that once I submit my online application and application fee, my application fee cannot be refunded.

I understand that once I submit my electronic application, I will not be able to make any changes to it. Any changes or additional information must be mailed to the NJ CSC by the announcement closing date.

[Pay Application](#) [Back](#)

Note: If your application is missing information in required fields, you will not be able to pay your application fee, rather you will be sent back to the review page. Click the "**Edit**" button and follow the prompts to add the required information.

Processing Fee (cont.)

Please select one of the payment methods indicated. Please note each payment type provides additional information. Please read it carefully before finalizing your payment method.

Pay Application

Symbol: C7531E Closing Date: 02/08/2026
Title Name: COUNTY CORRECTIONAL POLICE OFFICER
Jurisdiction: ESSEX COUNTY Application Fee: \$25.00

Please choose your payment method.

Credit Card ECheck Pay by Mail Fee Exemption

Credit Card Disclaimer

Should you decide to proceed with this transaction, please note that New Jersey Information Division of NICUSA, Inc. (NICUSA-NJ), an electronic government partner with the State, will process your payment through an upgraded and secure payment gateway. NICUSA-NJ will remit to the State of New Jersey all payments and amounts owed to the State.

Please click "Submit" only once!

Pay Application

Symbol: C7531E Closing Date: 02/08/2026
Title Name: COUNTY CORRECTIONAL POLICE OFFICER
Jurisdiction: ESSEX COUNTY Application Fee: \$25.00

Please choose your payment method.

Credit Card ECheck Pay by Mail Fee Exemption

If you are currently receiving General Assistance, T.A.N.F., or S.S.I., you are exempt from paying the application processing fee. Please provide proof of the type of assistance you are receiving. Click "Submit" to receive your confirmation number and a confirmation e-mail. Please print the confirmation page and submit the required proof postmarked within five days of submission of your application. Please note: Your documentation must include proof of current eligibility within the past 12 months.

- If you are currently receiving General Assistance (welfare), you must submit a copy of your benefits letter from the local welfare director.
- If you are currently receiving Temporary Assistance for Needy Families (TANF previously AFDC), you must submit a copy of your award letter which shows your case number.
- If you are currently receiving Supplemental Security Income (SSI), you must submit a copy of your latest annual award letter or Medicaid card recertification information.

Please click "Submit" only once!

For open competitive announcements only, you may qualify for a fee exemption.

Once you submit your application, you cannot change your payment method.

Confirmation

Once you complete the payment process and successfully submit your application, you will receive a confirmation page which you should print for your records. This confirmation page will also be sent to the email address you provided in your User Account.

The confirmation email will include specific information regarding your application for this announcement. In your profile, the status for this announcement will show that your application has been submitted. Please regularly check your profile to ensure that your application has been submitted if you are interested in participating in the examination process.

Submission Confirmation

Updates made to your profile after submission of your application will not be reflected in the submitted application.

Application Summary

Applicant Name: Csc Applicant

Confirmation Number: C7531E0430Z0015064

Title Name: COUNTY CORRECTIONAL POLICE OFFICER

Symbol: C7531F

Closing Date: 02/08/2026

Department: ESSEX COUNTY

Date & Time Submitted: 04/30/2024 09:51:52

Document/Fee Due Date: 05/05/2024

Application Fee: \$25.00

Your application has been received by the New Jersey Civil Service Commission.

You elected to pay your application processing fee by personal check or money order. In order to process this application, your application fee must be postmarked within five (5) business days of this notice. If your fee is postmarked after five (5) business days, it will be considered late and you cannot compete in this examination process. If your application fee is returned as invalid, you will be ineligible and cannot compete in this examination process. Please print this page and mail it to the NJCSC with your check or money order. Please note that you cannot go back to your application and change your method of payment.

Mail your \$25.00 Application Fee to:

If the announcement requires any additional documents (i.e., a copy of your college transcripts, foreign degree evaluations, licenses or certifications, etc.), and you did not upload the documents during the application process, please mail those required documents with your check or money order. Failure to do so will result in ineligibility for the announced title/symbol.

This Section is for Current Government Employees with Permanent Status

To be eligible for a promotional announcement, you must meet all requirements listed on the announcement. Promotional announcements are issued on the first of the month.

To search for promotional announcements,

- For State government employees, click on your State Department/Commission
- For County government employees, click on your County
- For Municipal government employees, either search or enter your Municipality



To be considered eligible for a promotional announcement, **you must be a current government employee and have permanent status** within State, County or Municipal government for which you apply, and **meet all other requirements listed on the announcement** to take the examination. If you file an application and are not permanently employed by the state department, county or municipal government for which you apply, and assigned to the specific unit scope (State government) or department (County and Municipal government), you will be found ineligible and your application fee **will not be** refunded.

If you change your mailing address or email address, you must notify the CSC immediately in writing. [Click here.](#)

Customer Care and Technical Support: If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 9:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. For assistance [Click here](#) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so **PLEASE FILE EARLY.**

Promotional Announcements for the State of New Jersey by Department:

Please choose your department:

ADMINISTRATIVE LAW	AGRICULTURE	BANKING & INSURANCE
CASINO CONTROL COMMISSION	CHILDREN AND FAMILIES	CIVIL SERVICE COMMISSION
COMMERCE / ECONOMIC DEVELOPMENT	COMMUNITY AFFAIRS	CORRECTIONS
EDUCATION	ENVIRONMENTAL PROTECTION	HEALTH AND SENIOR SERVICES
HUMAN SERVICES	JUDICIARY	LABOR & WORKFORCE DEVELOPMENT
LAW & PUBLIC SAFETY	MILITARY & VETERANS AFFAIRS	MOTOR VEHICLE COMMISSION
OFFICE OF HOMELAND SECURITY	OFFICE OF INFORMATION TECHNOLOGY	OFFICE OF THE SECRETARY/HIGHER EDUCATION
RAILROADS / INTERSTATE PARK	PUBLIC ADVOCATE	PUBLIC BROADCASTING
PUBLIC DEFENDER	PUBLIC UTILITIES	STATE
STATE COLLEGES & UNIVERSITIES	STATE PAROLE BOARD	TRANSPORTATION
TREASURY		

Promotional Announcements for New Jersey Counties:

Please choose your county:

ATLANTIC COUNTY	BERGEN COUNTY	BURLINGTON COUNTY
CAMDEN COUNTY	CAMPBELL COUNTY	CUMBERLAND COUNTY
ESSEX COUNTY	GLoucester COUNTY	HUDSON COUNTY
HUNTERDON COUNTY	MERCER COUNTY	MIDDLESEX COUNTY
MONMOUTH COUNTY	MORRIS COUNTY	OCEAN COUNTY
PASSAIC COUNTY	SALEM COUNTY	SOVERSET COUNTY
SUSSEX COUNTY	UNION COUNTY	WARREN COUNTY

Promotional Announcements for New Jersey Municipalities:

Please select your municipality from the list below (click list and input keywords in the text box, to search):

<Select>

Current Government Employees with Permanent Status (cont.)


[Back to Promotional Categories](#)

The New Jersey Civil Service Commission usually posts Promotional Announcements on the 1st of each month, with the application filing deadline or closing date for accepting applications indicated on each announcement. Promotional Announcements may remain on this page for three weeks. We encourage you to check this site on a regular basis for new or amended announcements. Filing instructions are provided with each announcement. However, for your information:

- NJAC 4A:4-2.6(a) states that applicants for promotional examination shall meet all the criteria on the announcement as of the closing date.
- NJAC 4A:4-2.1(e) states that applications for promotional examinations shall be filed no later than the announced filing date.


PLEASE READ: If you file an application and are not permanently employed by the state department, county or municipality to which you apply, you will be found ineligible and your application fee **will not** be refunded.


You **must** file an official promotional application if you are interested in applying for a promotional announcement. **Scroll down to the bottom of the displayed promotional announcement and click on the link.**

Below are the Promotional Announcements based on your selection. Click on the icon  in the list to view the announcement and obtain a promotional application.

Showing (20) promotional announcement(s) for **TRANSPORTATION:**

Search:

	Symbol	Title	Unit Scope	Issue Date	Closing Date	Amended
	PS6773T	ADMINISTRATIVE ANALYST 2 PROCUREMENT	Procurement	05/01/2024	05/21/2024	

Please click the  to view the entire announcement which lists all requirements.

Please double check that you meet the requirements of the announcement before proceeding with your application.

If you have any questions regarding your eligibility, please contact your Human Resource office.

Current Government Employees with Permanent Status (cont.)

When you select an announcement you will receive a warning message. For Promotional Announcements, you must work in the Department and Unit indicated. If you do not, you will be found ineligible. If you are not sure of your Department and Unit, please contact your Human Resource Office.

If you meet the requirement, please proceed by clicking "**Continue.**"



TIP

If you file an application and are not permanently employed by the state, department, county or municipality to which you apply, you will be found ineligible and your application fee **will not** be refunded.

Current Government Employees with Permanent Status (cont.)

If you are interested in, and satisfy the requirements listed on the announcement, click this link to begin the application process. Please refer back to page 21 of this guide for more information.

Note: For information on creating a User Account, please go back to [Page 4](#) in this guide.

CSC CIVIL SERVICE COMMISSION **Promotional Job Announcements**

[Back to State Promotional Jobs](#) 

NEW JERSEY CIVIL SERVICE COMMISSION - STATE SERVICE
PROMOTIONAL ANNOUNCEMENT

\$25.00 Processing Fee Required
Make Check/Money Order Payable to NJCSC

Symbol: PS0001C	Weight Code: 01
Title: CLINICAL PSYCHOLOGIST 1	Salary: \$67,714.00 - \$96,416.00
Issue Date: November 01, 2014	Closing Date: November 21, 2023
Title Code: 60320/ORXR2	Class Code: 27
Department: CSA/CIVIL SERVICE COMMISSION	Application Deadline: December 31, 2024
Unit Scope: C100 Department Wide	

Visit www.nj.gov/csc
And select "Job Announcements"
to view this announcement and file an application

Open to employees in the competitive division who are currently serving in a title to which the announcement is open and have an aggregate of one year of continuous permanent service as of the closing date in the following title(s):

Clinical Psychologist 2

Frequently Asked Questions

Logging In

1. I forgot my user ID. What should I do?

Email OAS.support@csc.nj.gov and request this information. Be sure to include the last 4 digits of your Social Security Number (SSN) in your email.

2. I forgot my password. What should I do?

Go to <https://info.csc.nj.gov/OAS/Account/ForgotPassword> and follow the prompts to reset your password. Be sure to use the email address used to create your account.

3. I haven't filed an application within 5 years from December 2023. What should I do?

You need to register and create a new account.

4. The system says I already have an account. What should I do?

This means you have filed an application within 5 years from December 2023. If you do not remember your user name or email address used when you created your account, email OAS.Support@csc.nj.gov

5. My email address has changed since I created my account. What should I do?

If you have created an account within the last 5 years (prior to December 2023), you can log in using your old email address or user name. In the top right corner, select user ID and Account Settings and update your email address. You will have to confirm your new email address in order to file an application.

6. I'm having a problem logging in. What should I do?

Email OAS.Support@csc.nj.gov to confirm or retrieve your user ID or email address.

Application/Profile

7. What's the difference between an account profile and an application?

The profile allows you to enter all relevant information about yourself and your work history. Creating a profile allows you to import your information and not retype your information for each application.

8. How do I view my application?

Log in to your profile and you will be able to view your submitted and pending applications.

9. Can I edit or delete my application?

You can edit any applications that are pending and not submitted. Once an application is submitted, you cannot edit or delete. However, you can edit your profile for future applications.

10. Can I correct my Social Security Number on my application and/or profile?

No, you will need to email OAS.Support@csc.nj.gov.

11. What do I do if my name has changed?

You can update your first and last name in your profile. Please note that this change will be effective for any future applications, it will not change applications already submitted.

To submit a name or contact change for previous applications, please complete the Change of Candidate Information Form (<https://info.csc.nj.gov/OAS/Account/Login?returnUrl=%2FOAS%2FChangeRequest%2FChngFrm>)

12. I won't have my diploma/degree until after the closing date, am I eligible?

All requirements must be met as of the closing date.

13. Should I list my newest position first and the prior ones after?

We recommend that you list your experience in date order, current to previous. You can enter your experience and sort it in your profile by date.

14. What happens if my documents are received after 5 days?

If documents are uploaded or postmarked after 5 days from the date that you filed your application, they will become part of your account however, they may not be considered.

15. Is there a way that I can submit my documents via email?

Yes, you can send your documents to OAS.Support@csc.nj.gov and indicate "OAS Documents" in the subject line of your email.

16. How can I see which applications I have submitted?

You can go into your profile to view the status of your applications.

17. What happens if my session expires? Will the system save the information I entered?

Yes, the system will auto-save your information. If your session expires, please log back into your account.

18. What can I do if I do not receive a confirmation email?

If your application was successfully submitted, you should have received a confirmation email. Please check your spam or junk folder for the email. You can also check your profile and you should be able to see your confirmation email.

19. How do I set up alerts for a position?

We currently do not have this functionality; you will have to visit the Civil Service Commission website on a regular basis to see what is currently posted.

20. Do I have to be a New Jersey resident to file an application?

Refer to the residency requirement on the announcement. Please note that residency only pertains to Open Competitive announcements. If you would like information regarding the New Jersey 1st Act, visit <https://www.nj.gov/labor/research-info/njfirst.shtml>.

Fee Related

21. Can my application fee be refunded?

Per NJAC 4A:4-2.17(e) application processing fees can only be refunded if the examination is canceled.

22. Why can't I proceed to payment?

If information is missing in required fields, you will be sent back to the review tab. Please review all sections to ensure all required fields are completed.

Filing Deadline

23. What if I am on deployed or on active military duty?

If you are unable to complete an application due to your current military status, you can request to file an application when you are released from active duty. Contact the Civil Service Commission at CSCInformation.Support@csc.nj.gov. If you are currently unable appear for the examination, information on how to request a make-up examination is on your Notice to Appear.

24. How long will it take before I hear back from the Civil Service Commission? What is the timeframe between when I file an application and when I will be notified of my placement on the list?

There are a lot of factors that are taken into consideration when reviewing for eligibility. You will be notified of your status for the examination. Please be sure to keep your mailing address and email address current with the Civil Service Commission.

25. How do I withdraw from the examination process?

Please email CSCInformation.Support@csc.nj.gov.

26. What if I miss the filing deadline?

All applications must be filed by 4pm as of the closing date or application deadline if one is indicated.

27. What happens if I filed for the wrong announcement?

Hopefully, the correct announcement has not closed, and you can still file for the correct announcement. If the announcement has closed, you will have to file an appeal.

28. How do I file a formal appeal?

Appeals should be addressed to the NJCSC- Division of Appeals and Regulatory Affairs, PO Box 312, Trenton, NJ 08625.

**THANK YOU FOR YOUR
INTEREST IN APPLYING
FOR A CIVIL SERVICE
EXAMINATION.**

