



New Jersey Civil Service Commission
Announcement and Online Application System
User Guide



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

Chris Christie
Governor
Kim Guadagno
Lt. Governor

Robert M. Czech
Chair/Chief Executive Officer

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 Save 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 announcement filing deadline.
- Online applications must be completed and submitted by 11:59 pm on the announcement filing deadline listed 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 www.state.nj.us/csc.
 - Completed forms should be mailed to the Department of Military and Veteran's Affairs (DMAVA).
- For more information, visit their website at www.state.nj.us/military 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 DMAVA (as defined by NJSA 11A:5-1 et seq) has previously been established or
 - DMAVA 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.

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Getting Started

By accessing the Civil Service Commission's website at www.state.nj.us/csc/ and clicking "Job Announcements and Testing Information", you will have the ability to search various job announcements and read employment information about the State of New Jersey.

The screenshot shows the homepage of the State of New Jersey Civil Service Commission. At the top right, it lists Governor Chris Christie and Lt. Governor Kim Guadagno, with links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is present with a dropdown menu set to 'All of NJ' and a 'Submit' button.

The main content area is divided into four sections:

- JOB SEEKERS** (green header):
 - Overview
 - About Public Service
 - Nine Steps
 - For Veterans
 - Job Announcements and Testing Information** (circled in red, with a blue arrow pointing to it)
 - Certification FAQ
 - Public Safety Testing News (Updated 05/31/2012)
- CURRENT EMPLOYEES** (blue header):
 - Employee Programs
 - Job Announcements and Testing Information
 - Appeals
 - For Veterans
 - Public Safety
 - Compensation Compendium
 - Occupational Categories
- APPOINTING AUTHORITIES AND EMPLOYERS** (tan header):
 - Classification and Personnel Management
 - Classification and Compensation
 - Appeals
 - Job Announcements and Testing Information
 - Intergovernmental Services
 - CAMPS
 - Team Map
 - Appointing Authorities / Employers FAQ
- ABOUT US** (green header):
 - State & Local Operations now Classification & Personnel Management [more...](#)
 - About CSC
 - Mission
 - Objectives
 - Brief History
 - Office of the Chair
 - Divisions / Offices
 - Meetings of the CSC
 - Regulations and Laws
 - News
 - Forms and Publications
 - Contact and Directions

The footer contains several logos and links: New Jersey First Act (Residency Exemption Application), CSC CALENDARS (Find out what's going up at CSC!), NEW JERSEY GOVERNMENT EMPLOYEE IDENTIFICATION NUMBER INQUIRY SYSTEM, Jobs4Jersey.com (WHERE TALENT MEETS OPPORTUNITY), and www.YOURMONEY.NJ.GOV. There are also links for OPRA (Open Public Records Act), Contact Us, Privacy Notice, Legal Statement & Disclaimers, and Accessibility Statement. A navigation bar at the bottom lists: Department: CSC Home | Job Seekers | Current Employees | Appointing Authorities and Employers | About Us.


Search Job Announcements

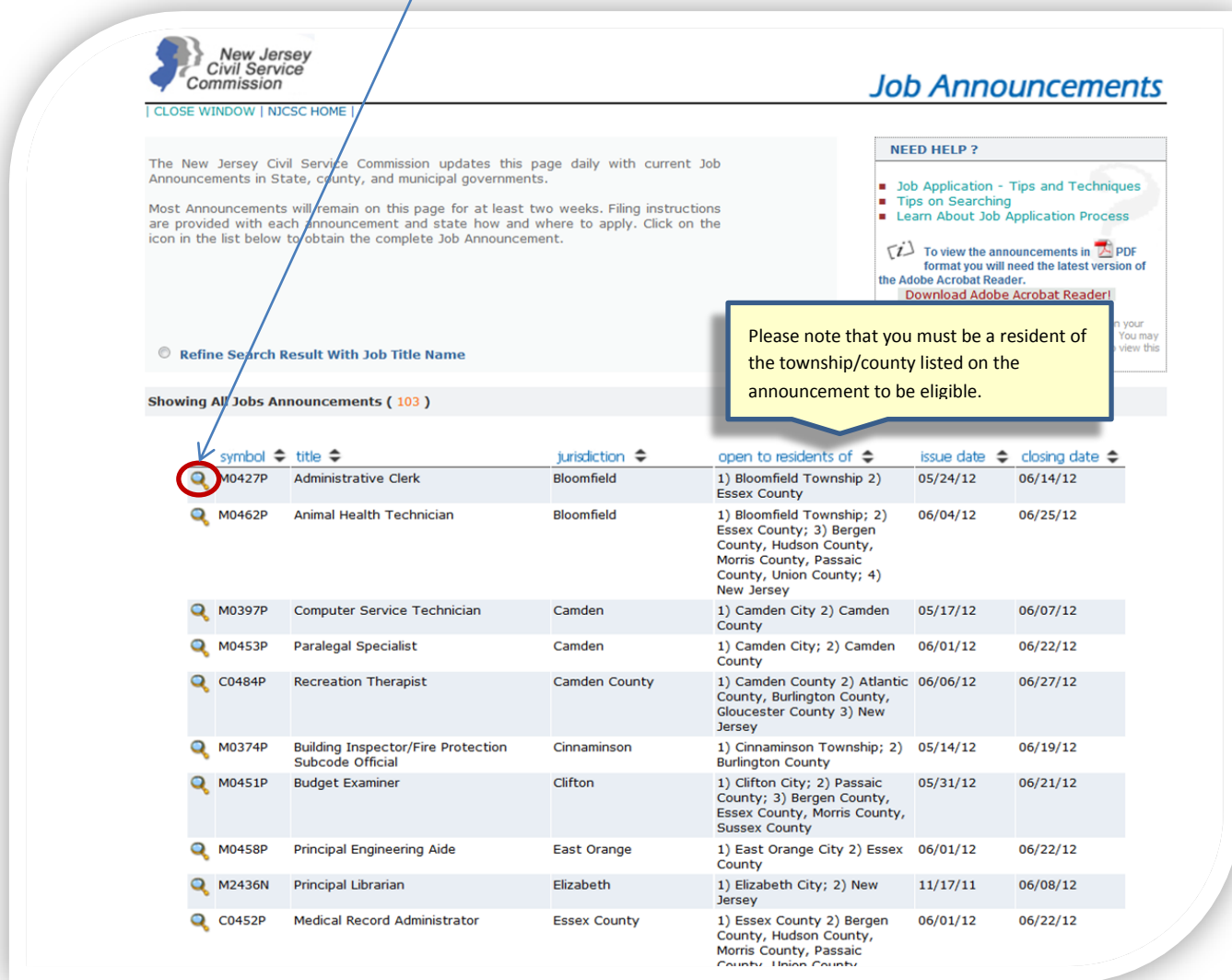
Click this link to view announcements open to the public.

Click this link if you are a current State, County or Municipal Government employee with permanent status.

The screenshot displays the State of New Jersey Civil Service Commission website. At the top right, it identifies Governor Chris Christie and Lt. Governor Kim Guadagno, with navigation links for NJ Home, Services A to Z, Departments/Agencies, and FAQs. A search bar is present with a dropdown menu set to 'All of NJ' and a 'Submit' button. The main navigation menu on the left includes links for HOME, JOB SEEKERS, CURRENT EMPLOYEES, APPOINTING AUTHORITIES AND EMPLOYERS, and ABOUT US. The 'JOB SEEKERS' menu is expanded, showing sub-links such as 'Overview and Job Announcements', 'Job Announcements and Testing Information', 'Public Safety Job Announcements', 'Other State Job Opportunities', 'Job Title List', 'Orientation Guides', 'Job Seeker FAQ', 'Compensation Compendium', 'NJ First', and 'For Veterans'. The main content area is titled 'Job Announcements and Testing Information' and contains several sections: 'Job Announcements for the Public' with a link to view all open announcements; 'Promotional Announcements for Current Government Employees' with a link to view promotional announcements; 'Intergovernmental Transfer Announcements' with a link for more information; and 'Civil Service Testing and Evaluation Methods' with a link for testing and evaluation methods. A sidebar on the right lists 'Job Description and Title Search', 'Eligibility Lists', and 'Testing Facility Information'. The footer includes the OPRA logo, contact information, and copyright notice for the State of New Jersey, 1996-2011.

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.



New Jersey Civil Service Commission

[CLOSE WINDOW](#) | [NJSC HOME](#)

Job Announcements

The New Jersey Civil Service Commission updates this page daily with current Job Announcements in State, county, and municipal governments.

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.











NEED HELP ?

- Job Application - Tips and Techniques
- Tips on Searching
- Learn About Job Application Process

To view the announcements in PDF format you will need the latest version of the Adobe Acrobat Reader. [Download Adobe Acrobat Reader!](#)

Refine Search Result With Job Title Name

Showing All Jobs Announcements (103)

symbol	title	jurisdiction	open to residents of	issue date	closing date
 M0427P	Administrative Clerk	Bloomfield	1) Bloomfield Township 2) Essex County	05/24/12	06/14/12
 M0462P	Animal Health Technician	Bloomfield	1) Bloomfield Township; 2) Essex County; 3) Bergen County, Hudson County, Morris County, Passaic County, Union County; 4) New Jersey	06/04/12	06/25/12
 M0397P	Computer Service Technician	Camden	1) Camden City 2) Camden County	05/17/12	06/07/12
 M0453P	Paralegal Specialist	Camden	1) Camden City; 2) Camden County	06/01/12	06/22/12
 C0484P	Recreation Therapist	Camden County	1) Camden County 2) Atlantic County, Burlington County, Gloucester County 3) New Jersey	06/06/12	06/27/12
 M0374P	Building Inspector/Fire Protection Subcode Official	Cinnaminson	1) Cinnaminson Township; 2) Burlington County	05/14/12	06/19/12
 M0451P	Budget Examiner	Clifton	1) Clifton City; 2) Passaic County; 3) Bergen County, Essex County, Morris County, Sussex County	05/31/12	06/21/12
 M0458P	Principal Engineering Aide	East Orange	1) East Orange City 2) Essex County	06/01/12	06/22/12
 M2436N	Principal Librarian	Elizabeth	1) Elizabeth City; 2) New Jersey	11/17/11	06/08/12
 C0452P	Medical Record Administrator	Essex County	1) Essex County 2) Bergen County, Hudson County, Morris County, Passaic County, Union County	06/01/12	06/22/12

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



Tip

Job announcements are added on a regular basis. If you do not see a title in which you are interested, please check back.

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.

New Jersey Civil Service Commission

Job Announcements

back printable version

Symbol: M0427P
Title: ADMINISTRATIVE CLERK

Issue Date: 05/24/2012
Jurisdiction: BLOOMFIELD
Num. of Positions: 1
Application Fee: \$25.00

Closing Date: 06/14/2012
Salary: \$36,027.00 Per Year
Workweek: 35 Hours per week

OPEN TO RESIDENTS OF:
1) Bloomfield Township 2) Essex County

REQUIREMENTS:
EXPERIENCE: Five (5) years of experience in clerical work.

NOTE: Successful completion of a two (2) year college level course in secretarial science may be substituted for two (2) years of the above experience. If you are substituting education for two (2) years of the required experience, please submit a copy of your transcript with your application. Failure to do so will result in ineligibility.

NOTE: Foreign transcripts must be evaluated by a recognized evaluation service.

LICENSE: 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 the essential duties of the position.

IMPORTANT INFORMATION:

- NJAC 4A:4-2.3(b) states that all requirements must be met as stated.
- If you are mailing an application, it must be postmarked by 11:59 pm on the closing date. If you select the online application option, it must be completed and submitted by 11:59 pm on the closing date listed above.
- 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.**
- If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
- 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) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

- Read Description of Job and Specification:00020
- Click here to apply via the Online Application System**
- Click here to print the Application Form (PDF 111KB)

Please Note:
In order to view or download the application you will need the latest version of the Adobe Acrobat Reader, free software for viewing and printing (PDF) files.

Download Adobe Acrobat Reader.



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

You must establish a User Account by creating a User ID and Password. Record your User ID and Password in a safe place so you can access your account in the future. If you are a first time user, click on this link to begin the process.

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

User Account Application Pay Confirm

Thank you for choosing the New Jersey Civil Service Online Application. Once you complete and submit your application, you will receive a receipt confirmation e-mail from the New Jersey Civil Service Commission. **Please be sure to type your e-mail correctly and check your junk e-mail folder if you do not receive a receipt confirmation e-mail upon submission of your application.**

Are you ready to begin your application? You will now be able to submit your supporting documents with your online application. **Please have all your documents ready to submit prior to beginning your application.**

- If you are a new user, please click on the "Not Registered" link below.
- If you are a returning user, please enter your User ID and Password, and click Submit.

Note: You will have approximately 40 minutes to complete and submit your application. After that time you will be logged out of the Online Application System. If you are logged out, return to the announcement and click on the Online Application link to resume. Any information you have not saved at that time will be lost.

User ID:

Password: (Case sensitive)

Submit

[Not registered?](#)

[Forgot your User ID or Password?](#)

[Privacy Notice](#) [Contact us](#)

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*Please note that the personal data entered through this process is safe. You can access the Privacy Policy by clicking here.

Tip

If you are a returning user and cannot remember your User ID or Password, click on the "Forgot your User ID or Password?" link. Be sure to use the same email address you used when you established your user account. Also, note that password is case sensitive.

User Account (continued)

You must provide all requested information to establish a user account. Use this link if you have any questions about completing your online application.

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account Application Pay Confirm

First Name: John
Middle Initial: M
Last Name: Smith
Suffix: Select
SSN: 123456789

Please read this important message regarding using social security numbers versus a unique Applicant ID number.

Your **Social Security Number (SSN)** will be kept confidential and will be used as your Applicant I.D. to identify and track all of your records and transactions associated with the application and testing process. Collecting this data is permissible under NJSA 11A:4-1, but its submission is voluntary. If you do not provide the SS number, a unique identification number will be assigned to you. However, once assigned, you will be responsible for remembering it for any inquiries you may have concerning your application or the testing process. It is extremely important that you keep a careful record of your unique identification number. That number will be required whenever you contact the NJCSC concerning your record.

You **must** provide your Social Security Number in order to receive New Jersey Civil Service Commission (NJCSC) Veteran's Preference for this and any future New Jersey Civil Service Commission announcement.

E-mail Address: johnsmith@anycarrier.com
User ID: johnsmith (Up to 10 characters)
Password: (Password is case sensitive)
Confirm Password:
Security Question: In what city was your high school?
Security Answer: Main Town

Save and Continue Clear Exit

© State of New Jersey Civil Service Commission

You will be asked to select a security question. If you forget your password, you will be able to retrieve it by answering the question. Please note that the Security Answer field is case sensitive.

After completing the information, click **Save and Continue**. You will receive an email notification informing you that your account has been created. Please note that this only confirms that you have created a user account, not that you have applied for a Job Announcement.

Creating an Application

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 on one of the buttons on the bottom of the screen.

The screenshot shows a web application interface for creating an application. At the top, there are navigation tabs: "User Account", "Application" (which is highlighted), "Pay", and "Confirm". Below these are sub-tabs: "Contact Information" (circled in red), "EEO", "Preferences", "Education", "Training", "Internship", "License", "Experience", and "Payment".

The main form contains the following fields and information:

- Closing Date:** 05/21/2012
- Symbol:** PS0029J
- Title:** CLERK TYPIST
- Applicant ID:** XXX-XX-1234
- Last Name:** Smith
- First Name:** John
- M. I.:** M
- Suffix:**

INSTRUCTIONS: Provide all information requested and insure that all information is accurate and complete. No additional information may be accepted after the last date for filing applications has passed.

The above Applicant ID Number has been assigned to you. If you wish to provide your Social Security Number, return to the User Profile and update this number. (A "User Profile" button is visible next to this text.)

Veterans Preference: Check this box if you are claiming veterans preference for this examination. 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.

E-mail Address: johnsmith@anycarrier.com

Mailing Address 1 (max 20 characters): 123 Main Street

Street address, P.O. box, company name, c/o

Mailing Address 2 (max 20 characters): Apt. A

Apartment, suite, unit, building, floor, etc.

City: Anytown

State: NJ

Zip Code: 12345

Residence: This section is used to determine your residency code. First, find the county, and then the specific town, borough, city, or township in which you reside. **NOTE:** Applicants who live outside of New Jersey will automatically be assigned the residency code of 0000.

County: Atlantic

City: Absecon City

Residency Code: 0101

Daytime Telephone Number: (609)555-1212

Alternate Telephone Number:

At the bottom of the form are three buttons: "Save and Continue", "Save and Exit", and "Cancel and Exit".

Please note that any field marked with an asterisk (*) is required.

Please go to page "i" to read important information regarding Veterans Preference

Save and Continue
Saves your work and moves you to the next screen.

Save and Exit
Saves the entered information and exits the application.

Cancel and Exit
Exits application without saving any of the entered information.

This screen contains information that is used to comply with EEOC Guidelines and the NJ State Affirmative Action Program.

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

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account **Application** Pay Confirm

Application for Open Competitive Examination

Contact Information **EEO** Preferences Education Training Internship License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

BACKGROUND DATA:
(Completion of parts A and B is voluntary. The information is used to comply with EEOC Guidelines and the N.J. State Affirmative Action Program.)

A. Select Your Ethnic Member Group:

Black White Hispanic Asian American Indian or Alaskan Native

B. Gender:

Male Female

Save and Continue Save and Exit Cancel and Exit

After completing the information on this page, select “**Save and Continue**” to advance to Preferences Screen.

Tip

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

Testing Center Preference

Indicate the county in which you would like to be scheduled to take an examination, if one is required.

ADA Accommodations

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

Work Location Preferences

This box will only appear if you are filing for a State government position. You will not be able to proceed to the next screen if you do not choose at least one location.

Please be sure to click Save and Continue to advance to the Education Screen.

The screenshot shows a web form with three main sections. The first section, 'Test Center Location Preference', has radio buttons for Camden, Mercer, Essex, Monmouth, Atlantic, and Bergen. The second section, 'ADA Assistance', has a checkbox and a link to 'ADA information'. The third section, 'Work Location Preferences for State Positions', has checkboxes for 14 counties: Atlantic, Camden, Essex, Hunterdon, Monmouth, Passaic, Sussex, Bergen, Cape May, Gloucester, Mercer, Morris, Salem, Union, Burlington, Cumberland, Hudson, Middlesex, Ocean, Somerset, and Warren. At the bottom are three buttons: 'Save and Continue' (circled in red), 'Save and Exit', and 'Cancel and Exit'. Blue arrows point from the text blocks to the corresponding form elements.

Education

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

Example 1: This 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 Continue to advance to the Training Screen. If you click any other choice, you will be required to provide additional information as noted in Example 2.

Example 1:

This screenshot shows the 'Education' tab selected in a navigation menu. The page displays applicant information: Closing Date: 12/31/2012, Symbol: S9955P, Title: DATA PROCESSING PROGRAMMER 2, and Applicant ID: XXX-XX-1234. Below this, a section titled '*Education (Indicate 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, and Master's Degree. A Doctrate option is also present. At the bottom, there are 'Continue' and 'Cancel and Exit' buttons.

Example 2:

This screenshot shows the 'Education' details entry screen. It features a section titled '*Education (Indicate the highest level Diploma or Degree you have earned):' with radio button options: Less than High School, High School Diploma or GED, Some College but no Degree (which is selected), Associates Degree, Bachelor's degree, and Master's Degree. Below this, a text area for 'Education:' is followed by a note: 'List any colleges, universities and graduate schools you have attended. Foreign degrees/transcripts must be evaluated by a recognized evaluation service.' The form includes several required fields: '*Name of College:', '*Location of College:', '*Major Course of Study:(max 50 characters)', '*Dates Attended:' (with 'From:' and 'To:' sub-fields), '*Did you graduate?' (with 'Yes' and 'No' radio buttons), '*Type of Degree Earned:', 'Date of Graduation:', and '*Number of Credits Earned:'. At the bottom right, there is a 'Save Education' button highlighted with a blue arrow, and a 'Cancel' button. A red warning message states: 'Click the Save Education button before proceeding or your information will be lost.' At the very bottom, there are 'Continue' and 'Cancel and Exit' buttons.

Please be sure to click Save Education to advance to the Education Summary Grid.

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

- Add more **Education**

- Edit your **Education**

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

Contact OAS Support

User Account Application Pay Confirm

Application for Open Competitive Examination

Contact Information EEO Preferences **Education** Training Internship License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

Add More Education...

Update	Name of College	Location of College	Dates Attended From	Dates Attended To	Type of Degree Earned	Major Course of Study	Date of Graduation	Number of Credits Earned	Delete
	The College of NJ	Anytown, NJ	09/2001	06/2005	BA	Business Administration	06/2005	130	

Continue Cancel and Exit

- Delete the **Education** information you entered.

Once you have provided all information, click Continue to advance to the Training Screen.

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

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Online Application System

Contact OAS Support

User Account **Application** Pay Confirm

Application for Open Competitive Examination

Contact Information | EEO | Preferences | Education | **Training** | Internship | License | Experience | Payment

Closing Date: **06/14/2012** Symbol: **M0427P** Title: **ADMINISTRATIVE CLERK** Applicant ID: **XXX-XX-1234**

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.

Name of School/Training Facility: Location of School/Training Facility:

Subjects/Courses: Dates Attended: From: (MM/YYYY) To: (MM/YYYY)

Days Per Week: Did you complete the program? Yes No

Click the Save Training button before proceeding or your information will be lost.

Please be sure to click Save Training to advance to the Training Summary Grid.

If you do not have anything to enter on this screen, click Continue to advance to the Internship Screen.

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

- Add more **Training**

- Edit your **Training**

The screenshot shows the 'Application for Open Competitive Examination' page. At the top, it displays the State of New Jersey Civil Service Commission logo and the 'Online Application System' header. Below the header, there are navigation tabs: 'User Account', 'Application', 'Pay', and 'Confirm'. The 'Application' tab is selected. The main heading is 'Application for Open Competitive Examination'. Below this, there are several tabs: 'Contact Information', 'EEO', 'Preferences', 'Education', 'Training', 'Internship', 'License', 'Experience', and 'Payment'. The 'Training' tab is selected and circled in red. Below the tabs, there is a summary section with the following information: Closing Date: 06/14/2012, Symbol: M0427P, Title: ADMINISTRATIVE CLERK, and Applicant ID: XXX-XX-1234. Below this, there is a button labeled 'Add More Training...' which is circled in red. Below the button is a table with the following columns: Update, Name of School, Location of School, Subjects/Courses, Dates Attended From, Dates Attended To, Hours Attended Per Week, Did you complete the program? Yes/No, and Delete. The table contains one row of data: Training Academy, Anytown, NJ, Business, 04/2012, 06/2012, 20, Yes. The 'Update' and 'Delete' buttons for this row are circled in red. Below the table, there are two buttons: 'Continue' and 'Cancel and Exit'. The 'Continue' button is circled in red.

Update	Name of School	Location of School	Subjects/Courses	Dates Attended From	Dates Attended To	Hours Attended Per Week	Did you complete the program? Yes/No	Delete
<input type="checkbox"/>	Training Academy	Anytown, NJ	Business	04/2012	06/2012	20	Yes	<input type="checkbox"/>

- Delete the **Training** information you entered.

Once you have provided all information, click Continue to advance to the Internship Screen.

Provide any information regarding internships you have completed.

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Contact OAS Support

User Account Application Pay Confirm

Application for Open Competitive Examination

Contact Information EEO Preferences Education Training **Internship** License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

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.

Type of Internship: Helper Location of Internship: Anytown, USA

Dates of Internship: From: 12/2011 (MM/YYYY) To: 06/2012 (MM/YYYY) Number of Hours Per Week: 5

Was it part of a college curriculum?
 Yes No

Supervisor Name: John Doe Supervisor's Phone Number: (609)555-1212

Save Internship Cancel

Click the Save Internship button before proceeding or your information will be lost.

Continue Cancel and Exit

Please be sure to click Save Internship to advance to the Internship Summary Grid.

If you do not have anything to enter on this screen, click Continue to advance to the License Screen.

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

- Add more **Internship**

- Edit your **Internship**

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Contact OAS Support

User Account Application Pay Confirm

Application for Open Competitive Examination

Contact Information EEO Preferences Education Training **Internship** License Experience Payment

Closing Date: 06/14/2012 Symbol: M0427P Title: ADMINISTRATIVE CLERK Applicant ID: XXX-XX-1234

Add More Internship...

Update	Type of Internship	Location of Internship	Was it part of a college curriculum? Yes/ No	Dates of Internship From	Dates of Internship To	Number of Hours Per Week	Supervisor Name	Supervisor Phone Number	Delete
	Helper	Anytown, USA	Yes	12/2011	06/2012	5	John Doe	6095551212	

Continue Cancel and Exit

- Delete the **Internship** information you entered.

Once you have provided all information, click Continue to advance to the License Screen.

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

The screenshot shows the 'License' tab selected in the 'Application for Open Competitive Examination' interface. The page header includes the State of New Jersey Civil Service Commission logo and the 'Online Application System' title. A navigation bar at the top contains 'User Account', 'Application', 'Pay', and 'Confirm'. Below this, a sub-navigation bar lists 'Contact Information', 'EEO', 'Preferences', 'Education', 'Training', 'Internship', 'License', 'Experience', and 'Payment'. The 'License' tab is highlighted with a red circle. The main content area displays applicant information: Closing Date: 06/14/2012, Symbol: M0427P, Title: ADMINISTRATIVE CLERK, and Applicant ID: XXX-XX-1234. A section titled 'LICENSES/CERTIFICATIONS/REGISTRATIONS:' provides instructions and contains the following fields: 'Type of License, Certification or Registration:' (text input), 'State of License, Certification, or Registration:' (dropdown menu set to 'NJ'), 'Original Issue Date:' (05/14/2011 (MM/DD/YYYY)), 'Expiration Date of Current License, Certification, or Registration:' (06/14/2012 (MM/DD/YYYY) - circled in red), and 'License, Certification, or Registration Number:' (text input). At the bottom right are 'Save License' and 'Cancel' buttons. A red warning message states: 'Click the Save License button before proceeding or your information will be lost.' At the very bottom are 'Continue' (circled in red) and 'Cancel and Exit' buttons. Blue arrows point from the 'Continue' button to the explanatory text below, and from the 'Save License' button to the warning message.

Please be sure to click Save License to advance to the License Summary Grid.

If you do not have anything to enter on this screen, click Continue to advance to the Experience Screen.

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

- Add more Licenses

- Edit your Licenses

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User Account Application Pay Confirm

Application for Open Competitive Examination

Contact Information EEO Preferences Education Training Internship **License** Experience Payment

Closing Date: 12/31/2012 Symbol: S9955P Title: DATA PROCESSING PROGRAMMER 2 Applicant ID: XXX-XX-1234

Add More Licenses...

Update	Type of License, Certification, or Registration	State of License, Certification, or Registration	Original Issue Date	Expiration Date of Current License, Certification, or Registration	License, Certification, or Registration Number	Delete
	Taxpayers	NJ	05/14/2011	06/14/2012	NJ3388858	

Continue Cancel and Exit

- Delete License information you entered

Once you have provided all information, click Continue to advance to the Experience Screen.

Provide **all** employment information (not just your current employment information). If you have multiple experiences, make sure that you provide each one separately.

Application for Open Competitive Examination

Contact Information | EEO | Preferences | Education | Training | Internship | License | **Experience** | Payment

Closing Date: 11/07/2012 Symbol: C0916P Title: ASSISTANT ENGINEER Applicant ID: XXX-XX-1234

Employment Record: You may be declared ineligible or you may not receive proper credit for scoring purposes if you do not properly complete your application. If you held different positions with the same employer, list each position separately. Make sure you give full dates of employment (month/year), indicate whether the job was full or part time, and the number of hours worked per week. If you are currently employed in this position, enter the **current month and year** in the Employed To section. Since your application may be your only test paper, be sure it is complete and accurate. Failure to complete your application properly may cause you to be declared ineligible, lower your score, or possibly cause you to fail.

Name of Employer: ABCD Software Address of Employer: Anytown, US
Title of Position: Assistant Engineer Dates Employed: From: 06/2011 (MM/YYYY) To: 10/2012 (MM/YYYY)
Full Time Position?: Yes No Number of Hours Worked Per Week: 35
Number of Staff Members You Supervise: Professional Staff: Support Staff:
List the major duties you performed in this position, in order of importance: (Note: a maximum of 1000 characters will be saved. If you copy/paste, all of your information may not be saved.)

Supervisor's Name: My Supervisor Supervisor's E-Mail Address: mysupervisor@abcdsoftware.com
Supervisor's Phone Number: 6095551212

Save Experience Cancel

Click the Save Experience button before proceeding or your information will be lost.

Continue Cancel and Exit

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 1,000 characters will be saved.

Please be sure to click Save Experience to advance to the Experience Summary Grid.

If you do not have anything to enter on this screen, click Continue to advance to the Payment Screen.

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

- Add more **Experience**
- Edit your **Experience**

Update	Name of Employer	Address of Employer	Title of Position	Dates Employed From	Dates Employed To	Number of Hours Worked Per Week	Supervisor Name	Supervisor Phone Number	Delete
	ABCD Software	Anytown, US	Business Manager	06/2005	06/2012		John Doe	6095551212	X

- Delete the **Experience** information you entered.

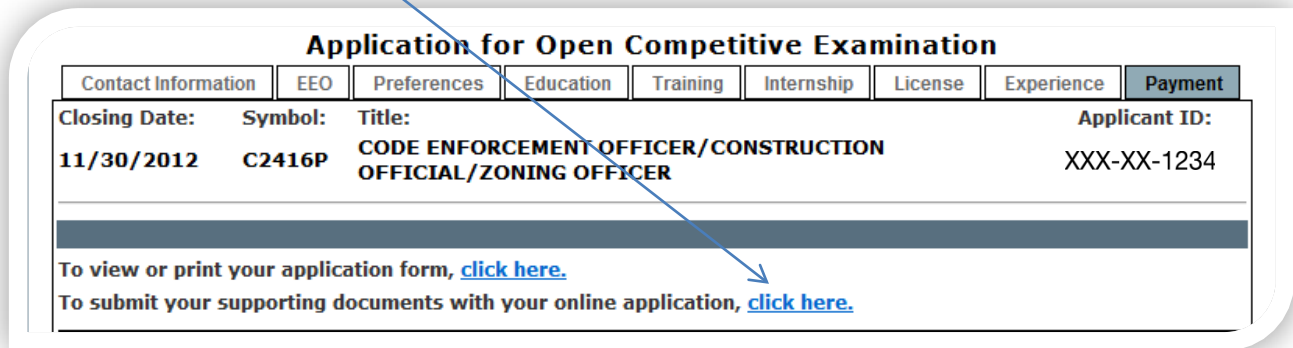
Once you have provided all information, click Continue to advance to the Payment Screen.

Tip

If your session “times-out” you will need to return to the job announcement that you are applying for, and click on the “click here to apply” link (see page 4). That will lead you back to your online application.

Submitting Supporting Documentation

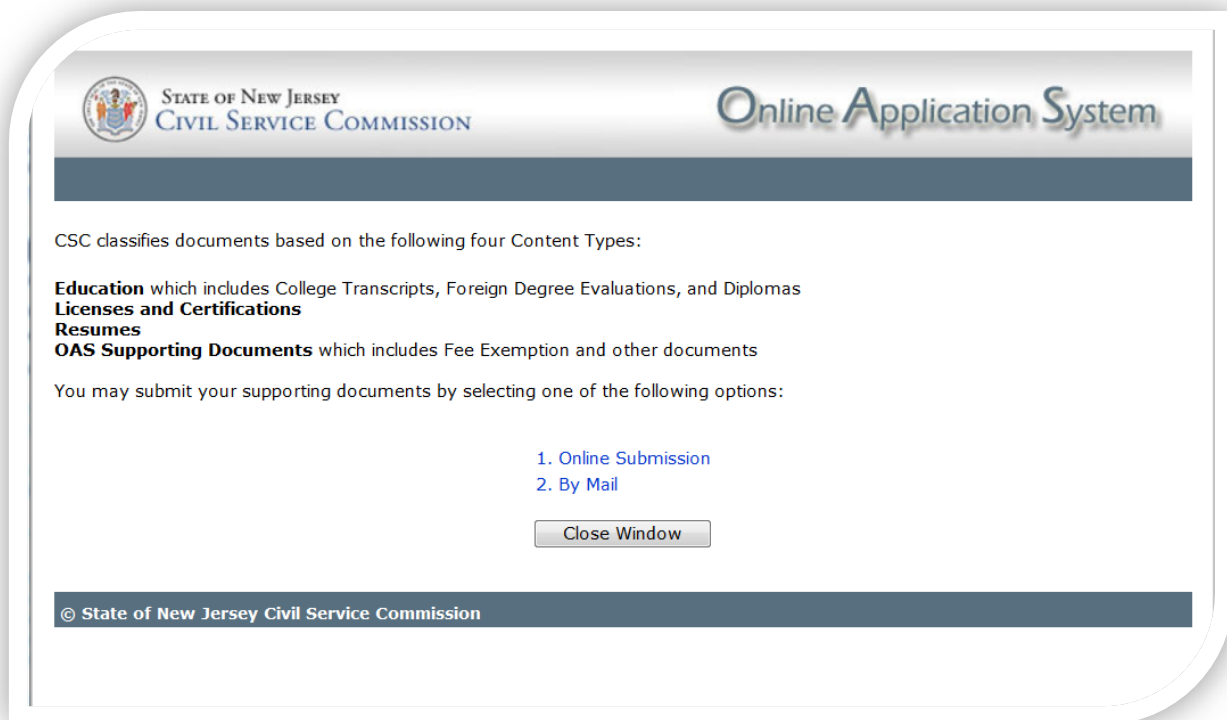
For some announcements, you will have an opportunity to submit supporting documentation during the application process by clicking on this link:



Application for Open Competitive Examination

Contact Information	EEO	Preferences	Education	Training	Internship	License	Experience	Payment
Closing Date: 11/30/2012	Symbol: C2416P	Title: CODE ENFORCEMENT OFFICER/CONSTRUCTION OFFICIAL/ZONING OFFICER					Applicant ID: XXX-XX-1234	
To view or print your application form, click here.								
To submit your supporting documents with your online application, click here.								

You will be able to classify your documents and determine the method of submission from this screen.



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

CSC classifies documents based on the following four Content Types:

- Education** which includes College Transcripts, Foreign Degree Evaluations, and Diplomas
- Licenses and Certifications**
- Resumes**
- OAS Supporting Documents** which includes Fee Exemption and other documents

You may submit your supporting documents by selecting one of the following options:

1. Online Submission
2. By Mail

Close Window

© State of New Jersey Civil Service Commission

There are 2 options for submitting supporting documentation: Online and Mail.

Uploading Supporting Documentation Online

Once you upload a document, the Document Summary Grid will appear. 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 delete documents once they are uploaded.

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.



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

[Back](#)

Upload Supporting Documents

CSC classifies documents based on the following four Content Types:

- Education** which includes College Transcripts, Foreign Degree Evaluations, and Diplomas
- Licenses and Certifications**
- Resumes**
- OAS Supporting Documents** which includes Fee Exemption and other documents

Before uploading documents, ensure that you have saved the documents as either .doc, .docx, .pdf, or .tif. ONLY these file types are acceptable. Next, select the Content Type of your document. Find the file by clicking on the browse button. The name of the file will then appear. If this is the correct document, click the upload button. If you have additional documents to submit, repeat this process until you are finished. It is not necessary to upload the same document multiple times. Once you have uploaded all your documents, click "Back" to return to the application.

The maximum file size is 4MB.

Content Type:

Attach File:

You have uploaded the following documents:

Applicant Name	Content Type	Document Type	File Name	Document Date
Candidate Sample	Resumes		2007 resume.doc	10/24/2012 1:44:13 PM

To print this record of your uploaded documents, click [here](#).

Once you have completed the upload process, click [Back](#) to return to the application.

Mail Submissions

- Select the appropriate Content Type and Document Type and click print.

The screenshot shows the 'Cover Page for Mail Submissions' interface. At the top, it features the State of New Jersey Civil Service Commission logo and the 'Online Application System' title. A 'Back' button is in the top left. The main heading reads 'Cover Page for Mail Submissions, New Jersey Civil Service Commission, Online Application System'. Below this is a 'Print cover page' button. Two dropdown menus are present: '* Content Type:' set to 'Education' and '* Document Type:' set to 'College Transcript'. A red asterisk indicates a required field. A note states: 'You need to print a cover page for each Content Type.' Below this, it explains that CSC classifies documents into four types: Education (College Transcripts, Foreign Degree Evaluations, Diplomas, Licenses and Certifications, Resumes), OAS Supporting Documents (Fee Exemption, etc.), and two others. At the bottom, there are 'Print' and 'Close Window' buttons, and a copyright notice for the State of New Jersey Civil Service Commission.

- This cover page must be printed and mailed with each document.
- 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.

This screenshot shows the 'Cover Page for Mail Submissions' interface with a barcode. It includes the same header as the previous screenshot. A large barcode is centered on the page, with the alphanumeric string 'F9211516-C67C-44C9-99EE-C7395D313769' printed below it. The main heading is 'Cover Page for Mail Submissions, New Jersey Civil Service Commission, Online Application System'. Below the heading, the following information is listed: Profile ID: 7716, Application ID: XXX-XX-1234, Name: Candidate, Sample, Symbol: M9963P, Title: Senior Account Clerk, and Content/Document Type: Licenses and Certifications. An 'Instructions -' section follows, stating: 'Please use this cover page for submitting your documents. Please do not use the same cover page for any other Content or Document Types.' and 'Please place this cover page on the top of your documents. If you are submitting multiple documents, you only need one cover page.' At the bottom, the 'The Online Application System mailing address is:' is provided: NJ CSC, OAS Documents, PO Box 321, Trenton, NJ 08625.

View or Print Your Application

This is your opportunity to review the information you have provided to determine if you need to make any changes/updates/additions. If you do, click on the tab for that area. If you do not, and want to print a copy for your records, click on the print button.

Application for Open Competitive Examination								
Contact Information	EEO	Preferences	Education	Training	Internship	License	Experience	Payment
Closing Date: 12/31/2012	Symbol: S9955P	Title: DATA PROCESSING PROGRAMMER 2				Applicant ID: XXX-XX-1234		
To view or print your application form, click here.								

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?
- 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?

Please note that once you submit your online application and application fee, you will not be able to go back to the application to add or modify your information. Your application fee cannot be refunded after your application is submitted.



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.

Prior to proceeding to the payment section, please read the following. After reading, if you click “Yes” you will be able to make a payment and submit your application. If you click “No”, you will be returned to the main menu and your application will not be processed further.

I certify that the information I have provided in this application is complete and accurate.

Warning: The New Jersey Civil Service Commission (NJSC) 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 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 electronic application, I will not be able to make any changes to it. Any changes or additional information must be mailed to the NJSC by the announcement closing date.

Processing Fee

You can select one of the following payment methods. Please read the information provided below.

Payment Method

You are almost finished! Please enter your payment information.

[Learn more about payment options.](#)

Application Summary

Title Name:	DATA PROCESSING PROGRAMMER 2
Symbol:	S9955P
Closing Date:	12/31/2012
Department:	SOUTH WOODS STATE PRISON
Application Fee:	\$25

Please Select Payment Type

Credit Card ECheck Pay by Mail Fee Exemption

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



STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION

Online Application System

Accepted Payment Method

- **VISA, MASTERCARD, DISCOVER**
- **E-CHECK:** An eCheck is a payment that is made directly from your bank account. Just like a regular check, it usually takes between 3 and 5 business days for an eCheck to clear and the money to appear in the recipient's (NJCSC) account. Once you've linked the payment to your bank, the payment is secure. The NJCSC gets paid but will not see your bank account details or what bank is used.
- **PERSONAL CHECK or MONEY ORDER:** Send a check or money order payable to NJCSC in the amount designated on the announcement. Once you complete and submit your application you will receive a confirmation e-mail. Please print that page and submit it with your payment postmarked within five days of submission of your application. Do not send cash. Any check returned for insufficient funds will result in disqualification from the selection process.
- **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. Once you complete and submit it with your application you will receive a confirmation e-mail. Please print that page and submit the required proof postmarked within five days of submission of your application.
- If you are currently receiving General Assistance (welfare), you must submit a **copy** of your benefits ID card or letter from the local welfare director.
- If you are currently receiving Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), you must submit a **copy** of your ID card 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.

Close Window

Once you successfully submit your application and complete the payment process, 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.

Confirmation

This confirmation page has also been sent to your e-mail address, youremail@anycarrier.com

[\[Print Confirmation \]](#) [\[Print Application Form \]](#) [\[Logout \]](#)

Application Summary

Applicant Name:	Sample Candidate
Confirmation Number:	M9963P1024Z0011234
Title Name:	SENIOR ACCOUNT CLERK
Symbol:	M9963P
Closing Date:	12/31/2012
Jurisdiction:	WANAQUE
Date & Time Submitted:	10/24/2012 2:10 PM
Document/Fee Due Date:	10/29/2012
Application Fee:	\$25

This Section is for Current Government Employees with Permanent Status

To be eligible for an announcement, you must meet all requirements listed on the announcement. Promotional job announcements are usually issued on the first of the month. To search for promotional job announcements within your agency, click on your agency.



Promotional Job Announcements

| CLOSE WINDOW | NJCSC HOME |

NOTE: 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.

Promotional Announcements for the State of New Jersey by Department:

Please choose your department:

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

Promotional Announcements for New Jersey Counties:


Please choose your county:

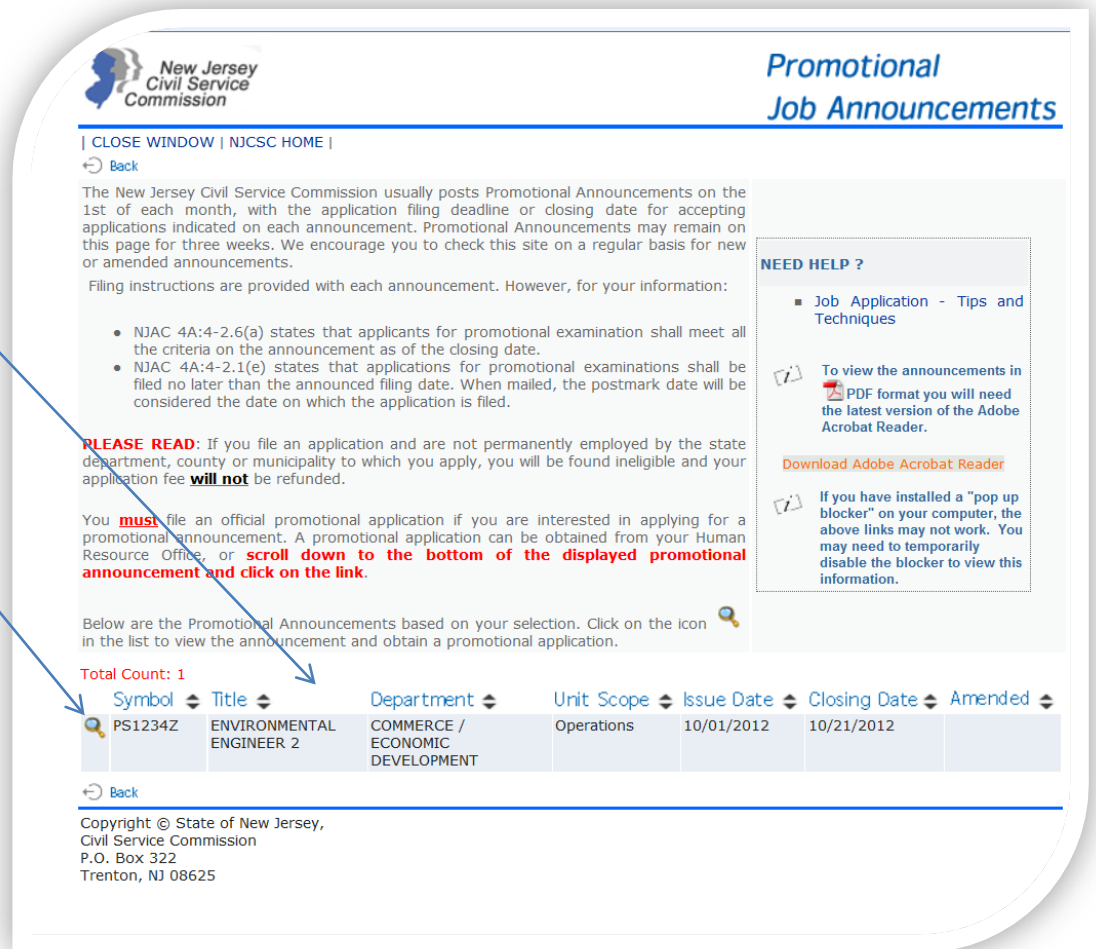
ATLANTIC COUNTY	GLOUCESTER COUNTY	OCEAN COUNTY
BERGEN COUNTY	HUDSON COUNTY	PASSAIC COUNTY
BURLINGTON COUNTY	HUNTERDON COUNTY	SALEM COUNTY
CAMDEN COUNTY	MERCER COUNTY	SOMERSET COUNTY
CAPE MAY COUNTY	MIDDLESEX COUNTY	SUSSEX COUNTY
CUMBERLAND COUNTY	MONMOUTH COUNTY	UNION COUNTY
ESSEX COUNTY	MORRIS COUNTY	WARREN COUNTY

Promotional Announcements for New Jersey Municipalities:

Please select your municipality from the list below **OR** Enter your municipality name:

- Please double check that you are employed in the Department and Unit Scope before proceeding.

- Please click the  to obtain the entire announcement which lists all requirements.



New Jersey Civil Service Commission

Promotional Job Announcements

| CLOSE WINDOW | NJCSC HOME |

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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. When mailed, the postmark date will be considered the date on which the application is filed.

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. A promotional application can be obtained from your Human Resource Office, or **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.

Total Count: 1

Symbol	Title	Department	Unit Scope	Issue Date	Closing Date	Amended
	PS1234Z ENVIRONMENTAL ENGINEER 2	COMMERCE / ECONOMIC DEVELOPMENT	Operations	10/01/2012	10/21/2012	

[Back](#)

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Civil Service Commission
P.O. Box 322
Trenton, NJ 08625

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



You must work for

Department: **CIVIL SERVICE COMMISSION**

Unit: **Z500 OPERATIONS**

to meet the first eligibility requirement of this announcement.

If you do not meet this requirement and choose to file an application, you will be found ineligible and your application fee will not be refunded.

If you have any questions please contact your Human Resource Office.



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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.

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

[Click here to file Online](#)  Print

NEW JERSEY CIVIL SERVICE COMMISSION-STATE SERVICE
PROMOTIONAL ANNOUNCEMENT



\$25.00 PROCESSING FEE REQUIRED
Make Check/Money Order Payable to NJCSC

SYMBOL: PS1234Z	WEIGHT CODE: *
TITLE: ENVIRONMENTAL ENGINEER 2	SALARY: \$54,889.00 - \$77,864.00
ISSUE DATE: October 01, 2012	CLOSING DATE: October 21, 2012
TITLE CODE: 16313/SFXR2	CLASS CODE: 22
DEPARTMENT: CEA/COMMERCE / ECONOMIC DEVELOPMENT	
UNIT SCOPE: Z500 Operations	

APPLICATIONS MAY BE OBTAINED FROM AND MUST BE RETURNED TO:	ONLY ON LINE APPLICATIONS WILL BE ACCEPTED FOR THIS ANNOUNCEMENT
---------------------------------------------------------------	---------------------------------------------------------------------------------

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):

Environmental Engineer 1

SAVE ON POSTAGE! GO PAPERLESS! RECEIVE IMMEDIATE CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED! You can now file an application for this examination on-line. Visit the Civil Service Commission website at <http://info.csc.state.nj.us/epoa>. Select the promotional announcement and click on the link, "Click Here to file On-Line" at the top of the announcement. **You can now complete and submit your application and payment on-line to the Civil Service Commission and you will receive an immediate receipt confirmation!**

NOTE: Please go back to Page 5 in this guide for information on creating a User Account and completing an Online Application.