

## Summary

The Judiciary Clerical Assessment Program is designed to accelerate the open competitive appointment process by maintaining an ongoing pool of interested job applicants who have been screened and tested in advance of the need to hire. Job seekers will be able to register for jobs and take examinations at various times throughout the year. State Judiciary employers will be offered a steady supply of eligible candidates, providing a dramatic reduction in both hiring time and the need to appoint provisionally.

## Use of Judiciary Clerical Assessment

The program is used **only** in open competitive situations, not for promotional announcements. When the appointing authority (State Judiciary) identifies a need to hire, it will contact its Civil Service Commission customer service representative who will determine whether the job opening falls under this program. If there is a sufficient number of eligible candidates in the clerical pool who satisfy the requirements of the vacant position, CSC will issue a certification for the position.

## The Application Process

A printable application for J-CAP is available online at the CSC website [www.state.nj.us/csc](http://www.state.nj.us/csc). Instead of sending a postcard, you will be able to register and choose your test center on the application. Once completed, the application must be returned by mail with a \$15.00 processing fee to the Civil Service Commission. For those who do not have computer access, applications are available at the CSC Information Center located at 44 S. Clinton Ave. Trenton NJ or by calling 609-292-4144.

After you have registered, you will be notified of your test date within 4-6 weeks.

To apply, you must be a resident of the United States. By applying for and taking this examination, you are being tested for possible consideration involving vacancies for any of the titles in the Judiciary Clerical Assessment Program; you are NOT being tested for one particular title. Eligible applicants will remain in the "pool" for one year. You may not take the multiple choice S-CAP test (for general State clerical positions) or the J-CAP test (for Judiciary clerical positions) more than once per year.

## The Announcement & Test Process

Job seekers will be made aware of this program through newspaper ads, Internet postings, and other means. The examination will be held at regional test centers throughout the State. Job seekers will be administered a multiple-choice examination. Due to the need to preserve the security of examination materials, retests will not be administered any sooner than one year from the date of the original multiple choice test administration. Test takers that apply for both S-CAP and J-CAP (Judiciary Clerical positions) will take only one test per year.

## The Eligible Pool/Duration

Eligible applicants will be placed in an applicant pool for up to one year. While in the pool, applicants remain unranked. When the Judiciary indicates the need to hire a clerical employee, CSC will create a certification of eligible candidates that may be considered for the job, based upon the job title requested and other characteristics (such as special skills, geographical preference, and residency) along with test scores. Candidates with higher test scores will be drawn from the pool before candidates with lower test scores and provided to appointing authorities by bands of scores. Any certified eligible may be appointed from a band on a certification. Veterans' preference rights will still apply in making appointments; that is, veterans certified will go to the top of the list. Eligible applicants will receive a "Notification of Certification" in the mail. Applicants who respond that they are not interested in a particular certification will not be certified again for that title, but will remain in the pool for other opportunities.

The eligible candidate pool will have no expiration date. Applicants will be continuously added to the pool when they are deemed eligible and removed if they are appointed. Eligible candidates who do not receive an appointment after remaining in the pool for one year will also be removed. After their score expiration date, applicants must take another test and establish a new score.

NJCSC J-CAP  
P.O. BOX 310  
Trenton, NJ 08625

### ADA ASSISTANCE

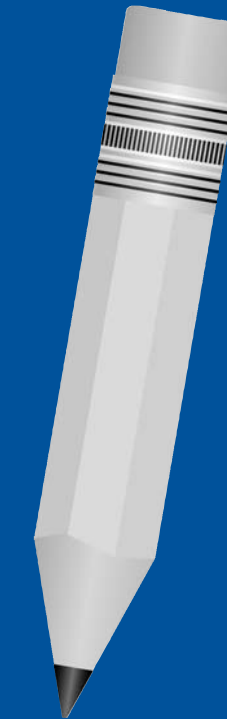
▶ If you require any auxiliary aid or ADA accommodation to take a test, call (609) 292-4144.

March 2009



[www.state.nj.us/csc](http://www.state.nj.us/csc)

# Judiciary Clerical ASSESSMENT PROGRAM



## For all State of NJ Judiciary jurisdictions (Vicinages)

Job openings for clerical titles for all State judiciary vicinages will be filled under the Judiciary Clerical Assessment Program (J-CAP) of the New Jersey Civil Service Commission (CSC).


After taking this clerical examination, you will be considered for a period of one year for State Judiciary clerical job openings for which you meet the requirements.

These requirements may include residency, experience, special skills, job location preferences, minimum salary, and test scores.

VISIT THE CSC WEBSITE @  
[www.state.nj.us/csc](http://www.state.nj.us/csc) for the

# J-CAP application

Once CSC receives your application and your \$15.00 application fee, you will be scheduled for the next available test date. You will receive notification of test date, location and time by mail.

 If you wish to claim civil service veterans preference rights and you are not registered with the Department of Military and Veterans Affairs as a veteran, you must mail a copy of your DD214 discharge papers along with a completed veterans preference claim form to the Department of Military and Veterans Affairs. Claim forms are available on our website [www.state.nj.us/personnel](http://www.state.nj.us/personnel).

**Remember,** you are not registering for one particular title or job location; job seekers are automatically registered for a number of Judiciary clerical titles and locations simultaneously by completing one application. Applicant scores will be entered into a registration “pool.” When a vacant Judiciary clerical position becomes available, candidates are selected from the pool based on their experience, test scores, special skills, residency, minimum salary requirements, and job location preferences.

You may not take the multiple choice J-CAP test more than once per year. There will be no renewals of test scores. The S-CAP is closed at this time.

## JUDICIARY CLERICAL ASSESSMENT PROGRAM Frequently Asked Questions (FAQs)

# Judiciary CLERICAL TITLES IN J-CAP

### JUDICIARY TITLES REQUIRING 0-1 YEAR EXPERIENCE

<b>State Government Titles</b>	<b>Salary Range as of July 5, 2008 Minimum - Maximum</b>
Judiciary Clerk 3 and Judiciary Clerk 3 (Bilingual)	\$33,621 - \$50,920
Judiciary Account Clerk 2 and Judiciary Account Clerk 2 (Bilingual)	\$33,621 - \$50,920
Judiciary Clerk 2 and Judiciary Clerk 2 (Bilingual)	\$24,971 - \$43,601
Judiciary Account Clerk 1* and Judiciary Account Clerk 1 (Bilingual)*	\$24,971 - \$43,601
Judiciary Clerk 1 and Judiciary Clerk 1 (Bilingual)	\$23,640 - \$35,617
Court Services Representative and Court Services Representative (Bilingual)	\$23,640 - \$35,617

Starting salary is \$1,000 higher than the minimum salary of the range

*Title List Revised 02-28-08*

Q: How long does it take to receive a J-CAP score report?

A: Six to eight weeks from your test date.

Q: My scores are low. May I retake the test?

A: Not until your score expiration date. The J-CAP exam may only be taken once a year.

Q: Does the CSC notify you when your J-CAP scores have expired?

A: No, that date is provided on your score report.

Q: Why haven't I received any certification notices? I took the test six months ago.

A: It may be that your minimum salary requirement is higher than the salary for the vacancies for which you would have otherwise been eligible. Contact the CAP team at 609-292-6593 if you would like to lower your salary requirement for future vacancies. Or, it could be that there have been no vacancies for which you were eligible in the counties of NJ where you said you would be willing to work.

# New Jersey Civil Service Commission

## Application for Judiciary Clerical Assessment Program(J-CAP)

For Employment With The State of New Jersey Judiciary

**IMPORTANT:** Read page 6 for instructions to complete this Application Form.

DO NOT WRITE IN THIS BOX

Symbol: **S7000J**

\$ 15.00 Application Fee Required

**1. PAYMENT METHOD:**

(Include name, address and symbol number on check/money order payable to NJCSC.)

If you checked "Fee Exemption" indicate your reason for exemption and include the required proof below:

**Personal check**

**General Assistance** - A copy of your benefits ID card or letter from the local welfare director.

**Money order**

**T.A.N.F. (A.F.D.C.)** - A copy of your ID card which shows your case number.

**Fee Exemption**

**S.S.I.** - A copy of your latest annual award letter or Medicaid card.

**NOTE:** Please **PRINT NEATLY** and **CLEARLY** in capital (uppercase) letters. Provide all information requested and insure that all information is accurate and complete. Failure to complete this application correctly, according to the instructions provided, may result in our being unable to process your application.

**2. LAST NAME:**

**3. FIRST NAME:**

**4. SOCIAL SECURITY NUMBER:**

(Area Code)

**5. DAYTIME TELEPHONE NUMBER:**

**6. U.S. CITIZEN?**

YES  NO

**7. ARE YOU CLAIMING VETERANS PREFERENCE? YES**  **NO**

(see instructions on page 6)

**8. DO YOU REQUIRE ADA ASSISTANCE? YES**  **NO**

(see instructions on page 6)

**9. MAILING ADDRESS: (STREET OR PO BOX)**

**APT. NUMBER:**

**CITY:**

**STATE:**

**ZIP CODE:**

**10. RESIDENCY CODE:**

(see instructions on page 6)

**11. E-MAIL ADDRESS:**

**12. TEST LOCATION PREFERENCE:** Check the box indicating the county in which you would prefer to take the examination.

Check one box only. All testing is evening.

**EVENING TEST LOCATION PREFERENCE:**

- Atlantic Co. (6)    
  Bergen Co. (7)    
  Camden Co. (1)    
  Essex Co. (3)    
  Hudson Co. (9)
- Mercer Co. (2)    
  Monmouth Co./ Ocean Co. (4)

**13. WORK LOCATION PREFERENCE(S):** Check the box(es) for all judiciary vicinages in which you will accept employment.

- |                                     |                                     |                                     |                                    |                                   |                                   |                                 |
|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Atlantic   | <input type="checkbox"/> Camden     | <input type="checkbox"/> Essex      | <input type="checkbox"/> Hunterdon | <input type="checkbox"/> Monmouth | <input type="checkbox"/> Passaic  | <input type="checkbox"/> Sussex |
| <input type="checkbox"/> Bergen     | <input type="checkbox"/> Cape May   | <input type="checkbox"/> Gloucester | <input type="checkbox"/> Mercer    | <input type="checkbox"/> Morris   | <input type="checkbox"/> Salem    | <input type="checkbox"/> Union  |
| <input type="checkbox"/> Burlington | <input type="checkbox"/> Cumberland | <input type="checkbox"/> Hudson     | <input type="checkbox"/> Middlesex | <input type="checkbox"/> Ocean    | <input type="checkbox"/> Somerset | <input type="checkbox"/> Warren |

**Atlantic County Civil Court Building**  
Human Resources Division  
1201 Bacharach Boulevard  
Atlantic City, NJ 08401

**Hudson County Administration Building**  
Human Resources Division  
595 Newark Avenue  
Jersey City, NJ 07306

**Morris County Courthouse**  
Human Resources Division  
Washington & Court Sts.  
Morristown, NJ 07963-0910

**Bergen County Justice Center**  
Human Resources Division  
10 Main Street  
Hackensack, NJ 07601

**Hunterdon County Courthouse**  
Human Resources Division  
65 Park Avenue  
Flemington, NJ 08822

**Ocean County Courthouse**  
Human Resources Division  
120 Hooper Avenue  
Toms River, NJ 08752

**Burlington County Court Facility**  
Human Resources Division  
49 Rancocas Road  
Mount Holly, NJ 08060

**Mercer County  
Administrative Office of the Courts**  
Human Resources Division  
Central Office  
25 Market Street  
Trenton, NJ 08625-0966

**Passaic County Court House**  
Human Resources Division  
77 Hamilton Street  
Paterson, NJ 07505-2017

**Camden County Hall of Justice**  
Human Resources Division  
101 South Fifth Street  
Camden, NJ 08103-4001

**Mercer County Courthouse**  
Human Resources Division  
209 South Broad Street  
Trenton, NJ 08650-0068

**Somerset County Courthouse**  
Human Resources Division  
North Bridge Street  
Somerville, NJ 08876-1262

**Cape May County Courthouse**  
Human Resources Division  
9 North Main Street  
Cape May Court House, NJ 08210

**Middlesex County Courthouse**  
Human Resources Division  
1 JFK Square  
New Brunswick, NJ 08903

**Sussex County Judicial Center**  
Human Resources Division  
43-47 High Street  
Newton, NJ 07860

**Cumberland County Courthouse**  
[Includes Gloucester & Salem Counties]  
Human Resources Division  
Broad & Fayette Streets  
Bridgeton, NJ 08302

**Monmouth County Courthouse**  
Human Resources Division  
Monument & Court Streets  
Freehold, NJ 07728-1266

**Union County Courthouse**  
Human Resources Division  
2 Broad Street  
Elizabeth, NJ 07207

**Essex County Courts Building**  
Human Resources Division  
50 West Market Street  
Newark, NJ 07102

**Warren County Courthouse**  
Second & Hardwick Streets  
Belvidere, NJ 07828

**14. 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. Check your member group:**  Black (B)  Asian (A)  
 White (W)  American Indian  
 Hispanic (H) or Alaskan Native (I)

- B. Gender:**  Male (M)  Female (F)

**C. Education** (Check the highest level completed):

- High School Diploma or GED (12)  (A) Associate Degree  (M) Master's Degree  
 Some College (S)  (B) Bachelor's Degree  (D) Doctorate

**D. Supplemental Education Information: Secretarial Science**

Have you completed a two-year Secretarial Science program?

- Yes (1)  No (2)  
(see instructions on page 6)

**15. Employment Record.** Sections A and B **MUST** be completed even if you do not have this type of experience. A resume, letter, etc. will **not** be accepted as a substitute for the requested information below. Check the length of time you have performed the type of work stated and list the jobs where you obtained that experience. You may add extra sheets if you require more space for listing employers. **ITEMS "A AND B" MUST BE COMPLETED. YOU MUST HAVE ONE, AND ONLY ONE, BOX (I.E. LENGTH OF EXPERIENCE) CHECKED. LENGTH OF EXPERIENCE IS BASED ON FULL-TIME (35 HOURS OR MORE PER WEEK) EMPLOYMENT.**

**A General Clerical Duties Experience:**

**Examples** of General Clerical Duties include filing, processing forms, receiving mail, scheduling appointments, taking telephone messages, operating fax and copy machines. **(Check one box only.)**

- None to less than 6 months (1)
- 6 months to less than 1 year (2)
- 1 year to less than 2 years (3)
- 2 years to less than 3 years (4)
- 3 years to less than 4 years (5)
- 4 years to less than 5 years (6)
- 5 years or more (7)

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained General Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**B Financial Clerical Duties Experience:**

(Involving money, accounts, record-keeping, payroll, taxes, etc.) **Examples** of Financial Clerical Duties include recording financial data, processing of cash items, preparation of payroll forms, processing insurance applications and changes, maintaining tax records. **(Check one box only.)**

- None to less than 6 months (1)
- 6 months to less than 1 year (2)
- 1 year to less than 2 years (3)
- 2 years to less than 3 years (4)
- 3 years to less than 4 years (5)
- 4 years to less than 5 years (6)
- 5 years or more (7)

**Employer where I obtained Financial Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained Financial Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

**Employer where I obtained Financial Clerical Duties Experience:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Position Title \_\_\_\_\_

Dates of Employment / from \_\_\_\_\_ to \_\_\_\_\_  
Month/Year Month/Year

The questions that follow allow your input regarding your employment needs and preferences. It is extremely important that you respond to each question and that you give each one full consideration. This information is used to help insure the best match between job applicant and employer need.

**16.** Are you willing to accept entry-level employment with the JUDICIARY (The COURT system of the State of New Jersey)? Note that entry level employment opportunities with the STATE JUDICIARY typically DO NOT require prior clerical experience. Salaries for typical judiciary entry-level positions (Judiciary Clerk 1), (Judiciary Clerk 2) (level 1 and 2) are shown below.

YES  NO I do not wish to work for the court in an entry-level position.

**18.** If you are proficient in a language other than English and wish to be considered for a bilingual position involving English and another language, check the language in which you are proficient:

[Note that any claimed proficiency will be tested prior to your being hired into a permanent bilingual position] Please check only one.

**Language**

- French (FR)
- French Creole (FC)
- Korean (KO)
- Polish (PL)
- Portuguese (PR)
- Spanish (SP)
- Vietnamese (VN)
- American Sign Language (AS)
- Russian (RU)

**17.** Are you willing to accept a position that requires you to work *in a courtroom* (Judiciary Clerk 3) and function as a court clerk, performing related work including, but not limited to, preparing, calling and annotating the court calendar; swearing in jurors; administering oaths to witnesses; maintaining custody of exhibits; recording and maintaining records of court proceedings; updating case information; and discussing daily court activities (scheduling of cases, calling of calendar, etc.) with the Judge?

YES  NO (A "NO" response to this question will eliminate you from consideration for Judiciary Clerk 3 vacancies even if you meet the other requirements for that job title.)

**19. Salary:** Provide us with the **minimum** starting salary that you are willing to accept. The amount you enter does NOT obligate or commit you to this salary; it only affects your possible selection into employment lists. Note that open competitive employment lists are created based on the **starting salary** of the position to be filled.

I am willing to be considered for jobs whose **starting salary** begins at:   ,000 per year.

**You will NOT be considered for positions that pay LESS than the amount you indicate above. You may be considered, if eligible, for positions with salaries HIGHER than the amount you indicate above.**

**State of New Jersey  
Judiciary Classified Support Staff Titles**

TITLE	LEVEL	SALARY RANGE Effective July 5, 2008	
		Minimum	Maximum
Court Services Representative Court Services Representative Bilingual	1	\$23,640	\$35,617
Judiciary Clerk 1 Judiciary Clerk 1 Bilingual	1	\$23,640	\$35,617
Judiciary Account Clerk 1* Judiciary Account Clerk 1 Bilingual*	2	\$24,971	\$43,601
Judiciary Clerk 2 Judiciary Clerk 2 Bilingual	2	\$24,971	\$43,601
Judiciary Clerk 3 Judiciary Clerk 3 Bilingual	3	\$33,621	\$50,920
Judiciary Account Clerk 2 Judiciary Account Clerk 2 Bilingual	3	\$33,621	\$50,920

\*Starting salary is \$1,000 higher than the minimum salary of the range.

20. J - CAP: Have you also submitted an application for the State Clerical Assessment Program (S-CAP)?

Yes       No

Test takers that apply for both S-CAP and J-CAP will take only one test per year.

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS:**

I authorize the New Jersey Civil Service Commission to obtain any information relating to my work activities from prior and current employers. I release any organization or individual from any form of liability that may result from compliance with this authorization.

**CERTIFICATION:**

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that if my application is incomplete, it may be rejected. (WARNING: The Civil Service Commission 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.)

**NOTE:** Your application may be released to the Appointing Authority for the purpose of verifying information with regard to your qualifications.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMEMBER TO:**

**PLEASE INCLUDE THE REQUIRED \$15.00 PROCESSING FEE WITH YOUR 5 - PAGE APPLICATION.**

(Your name, address and symbol number must appear on your check or money order.

Do not staple or pin payments to the application. Use paper clips.)

**DO NOT MAIL CASH!**

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR THE JUDICIARY CLERICAL ASSESSMENT PROGRAM

(READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING YOUR APPLICATION)

## 1. PAYMENT METHOD:

If you are currently receiving General Assistance (welfare), Temporary Assistance for Needy Families (T.A.N.F. previously AFDC), or Supplemental Security Income (SSI), you are exempt from submitting the APPLICATION FEE. If so, check the box marked "FEE EXEMPTION," then check the box indicating the type of assistance you are receiving and enclose the required proof. ALL OTHER CANDIDATES are required to submit a \$15.00 fee for filing application forms. Check whether you are submitting a Personal check or Money order payable to NJCSC. Enclose your check or money order with your application, **do not send cash and do not staple or pin the check to the application.** *NOTE: Any check returned for insufficient funds will result in the disqualification from the selection process.*

## 2 & 3. LAST NAME, FIRST NAME

Use capital (uppercase) letters to print your last name, first name.

## 4. SOCIAL SECURITY NUMBER

Your Social Security number will be kept confidential and used as your applicant identification number to 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 this number, a unique 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 testing process.

## 5. DAYTIME TELEPHONE NUMBER

Enter the area code and telephone number where you can be contacted during normal working hours.

## 6. CITIZEN

Check the "YES" box if you are a United States citizen or the "NO" box if you are not a United States citizen.

## 7. CLAIMING VETERANS PREFERENCE

Check the "YES" box if you are claiming Civil Service Veterans Preference for this exam. If you have established veterans preference for exam purposes since April 1, 1980,

no further action is needed. Otherwise, complete a veterans preference claim form and include the required documents. Claim forms are available on our web site at [www.state.nj.us/personnel](http://www.state.nj.us/personnel) and at our office at 44 S.Clinton Ave., Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans Affairs. For more information, you may visit their web site at [www.state.nj.us/military](http://www.state.nj.us/military) or contact them at 1-888-865-8387. If you are NOT a veteran or are NOT claiming veterans preference, check the "NO" box. Do NOT leave this section unanswered/blank.

## 8. REQUIRE ADA ASSISTANCE

Check the "YES" box if you would like to be contacted regarding auxiliary aid or reasonable accommodation in taking this examination in accordance with the Americans with Disabilities Act. Otherwise, check the "NO" box. Do NOT leave this section unanswered/blank.

## 9. MAILING ADDRESS

Clearly print your complete mailing address in capital (uppercase) letters. **STREET:** Enter the number and street of your mailing address, leave spacing as appropriate between number and street name. If you use a Post Office Box for your mailing address, you may omit the STREET entry. **APT. or P.O. BOX:** Enter EITHER your APARTMENT NUMBER or POST OFFICE BOX NUMBER as appropriate. If you use neither, omit the APT. or P.O. BOX entry. **CITY:** Print the name of the city in your mailing address. **STATE:** Enter the two-letter abbreviation of the state in your mailing address. **ZIP CODE:** Enter your zip code in your mailing address.

## 10. RESIDENCY CODE

If you do NOT live in New Jersey, enter 0000. If you live in New Jersey, enter your 4-digit residency code from the list provided on the two pages that follow these instructions. First, find the county, then the specific town, borough, city, or township in which you reside. Copy the corresponding code into these boxes. **Caution:** this code must represent where you LIVE, therefore it may or may not represent your MAILING ADDRESS. **Failure to complete this code properly may cause you to be rejected from this examination. Insure that the code you choose accurately represents where you live. (see pages 7 and 8)**

DPF-47 J-CAP Judiciary instructions 03-13-09 page 6

## 11. E-MAIL ADDRESS

Enter your personal e-mail address, if any. Place each letter and character of your address in a box, using separate boxes for the symbols "at" (@) and for "dot" (.).

## 12. TEST LOCATION PREFERENCE

Check the box indicating the county in which you would prefer to be scheduled to take the examination. **Check one box only for either evening or daytime testing.**

## 13. WORK LOCATION PREFERENCE(S)

Check the box(es) for all judiciary vicinages in which you will accept employment. You MUST check at least one box in this section.

## 14. BACKGROUND DATA

A: (Optional, Voluntary) Check the group of which you are a member.

B: (Optional, Voluntary) Indicate your sex.

C. EDUCATION: Check the box that represents the highest level of education that you have **completed.**

D. SUPPLEMENTAL EDUCATION INFORMATION: SECRETARIAL SCIENCE: Check "YES" if you have completed a two year degree in SECRETARIAL SCIENCE. Proof of your degree may be required at a later date. Check "NO" if you have NOT completed such a program.

## 15. EMPLOYMENT RECORD

(Page 3) Follow the instructions on the application which appear at the beginning of this section. Items "A and B" MUST be completed. You must have one, and only one, length of experience checked. **CHECK YOUR LEVEL OF EXPERIENCE AND LIST THE EMPLOYERS WHERE YOU OBTAINED THE EXPERIENCE YOU CHECKED.**

## 16. THROUGH 17.

**WILLINGNESS QUESTIONS:** Answer each question by checking the "YES" or "NO" box. Each question requires you to make a decision on your employment preferences and/or needs. Each question MUST be answered.

## 18. BILINGUAL POSITIONS

**IF YOU ARE INTERESTED IN COMPETING FOR BILINGUAL POSITIONS (JOBS), check the language IN WHICH YOU ARE PROFICIENT AND WHICH YOU ARE WILLING TO USE ON THE JOB.** Note that any claimed language proficiency will be tested prior to your being hired into a permanent bilingual position.

## 19. SALARY

Enter the first two digits of the minimum yearly salary you are willing to accept. TYPICAL judiciary clerical starting salaries are in the range of \$21,000 to \$24,000 per year. You should, of course, enter a realistic figure based on your personal needs. At the same time, you must consider that offers of employment in positions which start at substantially higher salaries are extremely limited.

## 20. Answer this question.

### AUTHORIZATION TO RELEASE

**EMPLOYMENT RECORDS CERTIFICATION** Read each statement carefully. Sign your legal signature and enter the date of your signature.

Mail Completed Applications, along with the \$15.00 application fee or proof of exemption to:

New Jersey Civil Service Commission

OC Application Processing Unit

J-CAP

P.O. Box 321

Trenton, New Jersey 08625-0321

# Residency Codes

Enter the appropriate four-digit number on the application.

Municipality	Code	Municipality	Code	Municipality	Code	Municipality	Code
<b>Atlantic County</b>		Rivervale Twp .....	0253	Haddon Heights Boro .....	0418	<b>Gloucester County</b>	
Absecon City .....	0101	Rochelle Park Twp .....	0254	Hi Nella Boro .....	0419	Clayton Boro .....	0801
Atlantic City .....	0102	Rockleigh Boro .....	0255	Laurel Springs Boro .....	0420	Deptford Twp .....	0802
Brigantine City .....	0103	Rutherford Boro .....	0256	Lawnside Boro .....	0421	East Greenwich Twp .....	0803
Buena Boro .....	0104	Saddle Brook Twp .....	0257	Lindenwold Boro .....	0422	Elk Twp .....	0804
Buena Vista Twp .....	0105	Saddle River Boro .....	0258	Magnolia Boro .....	0423	Franklin Twp .....	0805
Corbin City .....	0106	South Hackensack Twp .....	0259	Merchantville Boro .....	0424	Glassboro Boro .....	0806
Egg Harbor City .....	0107	Teaneck Twp .....	0260	Mount Ephraim Boro .....	0425	Greenwich Twp .....	0807
Egg Harbor Twp .....	0108	Tenaflly Boro .....	0261	Oaklyn Boro .....	0426	Harrison Twp .....	0808
Estell Manor City .....	0109	Teterboro Boro .....	0262	Pennsauken Twp .....	0427	Logan Twp .....	0809
Folsom Boro .....	0110	Upper Saddle River Boro .....	0263	Pine Hill Boro .....	0428	Mantua Twp .....	0810
Galloway Twp .....	0111	Waldwick Boro .....	0264	Pine Valley Boro .....	0429	Monroe Twp .....	0811
Hamilton Twp .....	0112	Wallington Boro .....	0265	Runnemed Boro .....	0430	National Park Boro .....	0812
Hammonton Town .....	0113	Washington Twp .....	0266	Somerdale Boro .....	0431	Newfield Boro .....	0813
Linwood City .....	0114	Westwood Boro .....	0267	Stratford Boro .....	0432	Paulsboro Boro .....	0814
Longport Boro .....	0115	Woodcliff Lake Boro .....	0268	Tavistock Boro .....	0433	Pitman Boro .....	0815
Margate City .....	0116	Wood-Ridge Boro .....	0269	Voorhees Twp .....	0434	South Harrison Twp .....	0816
Mullica Twp .....	0117	Wyckoff Twp .....	0270	Waterford Twp .....	0435	Swedesboro Boro .....	0817
Northfield City .....	0118	<b>Burlington County</b>		Winslow Twp .....	0436	Washington Twp .....	0818
Pleasantville City .....	0119	Bass River Twp .....	0301	Woodlynne Boro .....	0437	Wenonah Boro .....	0819
Port Republic City .....	0120	Beverly City .....	0302	<b>Cape May County</b>			
Somers Point City .....	0121	Bordentown City .....	0303	Avalon Boro .....	0501	West Deptford Twp .....	0820
Ventnor City .....	0122	Bordentown Twp .....	0304	Cape May City .....	0502	Westville Boro .....	0821
Weymouth Twp .....	0123	Burlington City .....	0305	Cape May Point Boro .....	0503	Woodbury City .....	0822
<b>Bergen County</b>		Burlington Twp .....	0306	Dennis Twp .....	0504	Woodbury Heights Boro .....	0823
Allendale Boro .....	0201	Chesterfield Twp .....	0307	Lower Twp .....	0505	Woolwich Twp .....	0824
Alpine Boro .....	0202	Cinnaminson Twp .....	0308	Middle Twp .....	0506	<b>Hudson County</b>	
Bergenfield Boro .....	0203	Delanco Twp .....	0309	North Wildwood City .....	0507	Bayonne City .....	0901
Bogota Boro .....	0204	Delran Twp .....	0310	Ocean City .....	0508	East Newark Boro .....	0902
Carlstadt Boro .....	0205	Eastampton Twp .....	0311	Sea Isle City .....	0509	Guttenberg Town .....	0903
Cliffside Park Boro .....	0206	Edgewater Park Twp .....	0312	Stone Harbor Boro .....	0510	Harrison Town .....	0904
Closter Boro .....	0207	Evesham Twp .....	0313	Upper Twp .....	0511	Hoboken City .....	0905
Cresskill Boro .....	0208	Fieldsboro Boro .....	0314	West Cape May Boro .....	0512	Jersey City .....	0906
Demarest Boro .....	0209	Florence Twp .....	0315	West Wildwood Boro .....	0513	Kearny Town .....	0907
Dumont Boro .....	0210	Hainesport Twp .....	0316	Wildwood City .....	0514	North Bergen Twp .....	0908
East Rutherford Boro .....	0212	Lumberton Twp .....	0317	Wildwood Crest Boro .....	0515	Secaucus Town .....	0909
Edgewater Boro .....	0213	Mansfield Twp .....	0318	Woodbine Boro .....	0516	Union City .....	0910
Elmwood Park Boro .....	0211	Maple Shade Twp .....	0319	<b>Cumberland County</b>			
Emerson Boro .....	0214	Medford Twp .....	0320	Bridgeton City .....	0601	West New York Town .....	0912
Englewood City .....	0215	Medford Lakes Boro .....	0321	Commercial Twp .....	0602	<b>Hunterdon County</b>	
Englewood Cliffs Boro .....	0216	Moorestown Twp .....	0322	Deerfield Twp .....	0603	Alexandria Twp .....	1001
Fair Lawn Boro .....	0217	Mount Holly Twp .....	0323	Downe Twp .....	0604	Bethlehem Twp .....	1002
Fairview Boro .....	0218	Mount Laurel Twp .....	0324	Fairfield Twp .....	0605	Bloomsbury Boro .....	1003
Fort Lee Boro .....	0219	New Hanover Twp .....	0325	Greenwich Twp .....	0606	Califon Boro .....	1004
Franklin Lakes Boro .....	0220	North Hanover Twp .....	0326	Hopewell Twp .....	0607	Clinton Town .....	1005
Garfield City .....	0221	Palmyra Boro .....	0327	Lawrence Twp .....	0608	Clinton Twp .....	1006
Glen Rock Boro .....	0222	Pemberton Boro .....	0328	Maurice River Twp .....	0609	Delaware Twp .....	1007
Hackensack City .....	0223	Pemberton Twp .....	0329	Millville City .....	0610	East Amwell Twp .....	1008
Harrington Park Boro .....	0224	Riverside Twp .....	0330	Shiloh Boro .....	0611	Flemington Boro .....	1009
Hasbrouck Heights Boro .....	0225	Riverton Boro .....	0331	Stow Creek Twp .....	0612	Franklin Twp .....	1010
Haworth Boro .....	0226	Shamong Twp .....	0332	Upper Deerfield Twp .....	0613	Frenchtown Boro .....	1011
Hillsdale Boro .....	0227	Southampton Twp .....	0333	Vineland City .....	0614	Glen Gardner Boro .....	1012
Hohokus Boro .....	0228	Springfield Twp .....	0334	<b>Essex County</b>			
Leonia Boro .....	0229	Tabernacle Twp .....	0335	Belleville Twp .....	0701	Hampton Boro .....	1013
Little Ferry Boro .....	0230	Washington Twp .....	0336	Bloomfield Twp .....	0702	High Bridge Boro .....	1014
Lodi Boro .....	0231	Westampton Twp .....	0337	Caldwell Boro .....	0703	Holland Twp .....	1015
Lyndhurst Twp .....	0232	Willingboro Twp .....	0338	Cedar Grove Twp .....	0704	Kingwood Twp .....	1016
Mahwah Twp .....	0233	Woodland Twp .....	0339	East Orange City .....	0705	Lambertville City .....	1017
Maywood Boro .....	0234	Wrightstown Boro .....	0340	Essex Fells Boro .....	0706	Lebanon Boro .....	1018
Midland Park Boro .....	0235	<b>Camden County</b>		Fairfield Twp .....	0707	Lebanon Twp .....	1019
Montvale Boro .....	0236	Audubon Boro.....	0401	Glen Ridge Boro .....	0708	Milford Boro .....	1020
Moonachie Boro .....	0237	Audubon Park Boro.....	0402	Irvington Twp .....	0709	Raritan Twp .....	1021
New Milford Boro .....	0238	Barrington Boro.....	0403	Livingston Twp .....	0710	Readington Twp .....	1022
North Arlington Boro .....	0239	Bellmawr Boro.....	0404	Maplewood Twp .....	0711	Stockton Boro .....	1023
Northvale Boro .....	0240	Berlin Boro.....	0405	Millburn Twp .....	0712	Tewksbury Twp .....	1024
Norwood Boro .....	0241	Berlin Twp.....	0406	Montclair Twp .....	0713	Union Twp .....	1025
Oakland Boro .....	0242	Brooklawn Boro.....	0407	Newark City .....	0714	West Amwell Twp .....	1026
Old Tappan Boro .....	0243	Camden City.....	0408	North Caldwell Boro .....	0715	<b>Mercer County</b>	
Oradell Boro .....	0244	Cherry Hill Twp.....	0409	Nutley Twp .....	0716	East Windsor Twp .....	1101
Palisades Park Boro .....	0245	Chesilhurst Boro.....	0410	Orange City Twp .....	0717	Ewing Twp .....	1102
Paramus Boro .....	0246	Clementon Boro.....	0411	Roseland Boro .....	0718	Hamilton Twp .....	1103
Park Ridge Boro .....	0247	Collingswood Boro.....	0412	South Orange Village Twp .....	0719	Hightstown Boro .....	1104
Ramsey Boro .....	0248	Gibbsboro Boro.....	0413	Verona Twp .....	0720	Hopewell Boro .....	1105
Ridgefield Boro .....	0249	Gloucester City.....	0414	West Caldwell Twp .....	0721	Hopewell Twp .....	1106
Ridgefield Park Village .....	0250	Gloucester Twp.....	0415	West Orange Twp .....	0722	Lawrence Twp .....	1107
Ridgewood Twp .....	0251	Haddon Twp .....	0416	<b>Cumberland County</b>			
River Edge Boro .....	0252	Haddonfield Boro .....	0417	Bridgeton City .....	0601	West Amwell Twp .....	1026

Municipality Code

Municipality Code

Municipality Code

Municipality Code

**Mercer County**

Robbinsville Twp ..... 1112  
Trenton City ..... 1111  
West Windsor Twp ..... 1113

**Middlesex County**

Carteret Boro ..... 1201  
Cranbury Twp ..... 1202  
Dunellen Boro ..... 1203  
East Brunswick Twp ..... 1204  
Edison Twp ..... 1205  
Helmetta Boro ..... 1206  
Highland Park Boro ..... 1207  
Jamesburg Boro ..... 1208  
Metuchen Boro ..... 1210  
Middlesex Boro ..... 1211  
Milltown Boro ..... 1212  
Monroe Twp ..... 1213  
New Brunswick City ..... 1214  
North Brunswick Twp ..... 1215  
Old Bridge Twp ..... 1227  
Perth Amboy City ..... 1216  
Piscataway Twp ..... 1217  
Plainsboro Twp ..... 1218  
Sayreville Boro ..... 1219  
South Amboy City ..... 1220  
South Brunswick Twp ..... 1221  
South Plainfield Boro ..... 1222  
South River Boro ..... 1223  
Spotswood Boro ..... 1224  
Woodbridge Twp ..... 1225

**Monmouth County**

Aberdeen Twp ..... 1355  
Allenhurst Boro ..... 1301  
Allentown Boro ..... 1302  
Asbury Park City ..... 1303  
Atlantic Highlands Boro ..... 1304  
Avon-by-the-Sea Boro ..... 1305  
Belmar Boro ..... 1306  
Bradley Beach Boro ..... 1307  
Brielle Boro ..... 1308  
Colts Neck Twp ..... 1309  
Deal Boro ..... 1310  
Eatontown Boro ..... 1311  
Englishtown Boro ..... 1312  
Fair Haven Boro ..... 1313  
Farmingdale Boro ..... 1314  
Freehold Boro ..... 1315  
Freehold Twp ..... 1316  
Hazlet Twp ..... 1339  
Highlands Boro ..... 1317  
Holmdel Twp ..... 1318  
Howell Twp ..... 1319  
Interlaken Boro ..... 1320  
Keansburg Boro ..... 1321  
Keyport Boro ..... 1322  
Lake Como Boro ..... 1347  
Little Silver Boro ..... 1323  
Loch Arbour Village ..... 1324  
Long Branch City ..... 1325  
Manalapan Twp ..... 1326  
Manasquan Boro ..... 1327  
Marlboro Twp ..... 1328  
Matawan Boro ..... 1329  
Middletown Twp ..... 1331  
Millstone Twp ..... 1332  
Monmouth Beach Boro ..... 1333  
Neptune City Boro ..... 1335  
Neptune Twp ..... 1334  
Ocean Twp ..... 1337  
Oceanport Boro ..... 1338  
Red Bank Boro ..... 1340  
Roosevelt Boro ..... 1341  
Rumson Boro ..... 1342  
Sea Bright Boro ..... 1343  
Sea Girt Boro ..... 1344  
Shrewsbury Boro ..... 1345  
Shrewsbury Twp ..... 1346  
Spring Lake Boro ..... 1348  
Spring Lake Heights Boro ..... 1349  
Tinton Falls Boro ..... 1356  
Union Beach Boro ..... 1350

Upper Freehold Twp ..... 1351  
Wall Twp ..... 1352  
West Long Branch Boro ..... 1353

**Morris County**

Boonton Town ..... 1401  
Boonton Twp ..... 1402  
Butler Boro ..... 1403  
Chatham Boro ..... 1404  
Chatham Twp ..... 1405  
Chester Boro ..... 1406  
Chester Twp ..... 1407  
Denville Twp ..... 1408  
Dover Town ..... 1409  
East Hanover Twp ..... 1410  
Florham Park Boro ..... 1411  
Hanover Twp ..... 1412  
Harding Twp ..... 1413  
Jefferson Twp ..... 1414  
Kinnelon Boro ..... 1415  
Lincoln Park Boro ..... 1416  
Long Hill Twp ..... 1440  
Madison Boro ..... 1417  
Mendham Boro ..... 1418  
Mendham Twp ..... 1419  
Mine Hill Twp ..... 1420  
Montville Twp ..... 1421  
Morris Twp ..... 1422  
Morris Plains Boro ..... 1423  
Morristown Town ..... 1424  
Mountain Lakes Boro ..... 1425  
Mount Arlington Boro ..... 1426  
Mount Olive Twp ..... 1427  
Netcong Boro ..... 1428  
Parsippany-Troy Hills Twp ..... 1429  
Pequannock Twp ..... 1431  
Randolph Twp ..... 1432  
Riverdale Boro ..... 1433  
Rockaway Boro ..... 1434  
Rockaway Twp ..... 1435  
Roxbury Twp ..... 1436  
Victory Gardens Boro ..... 1437  
Washington Twp ..... 1438  
Wharton Boro ..... 1439

**Ocean County**

Barnegat Twp ..... 1534  
Barnegat Light Boro ..... 1501  
Bay Head Boro ..... 1502  
Beach Haven Boro ..... 1503  
Beachwood Boro ..... 1504  
Berkeley Twp ..... 1505  
Brick Twp ..... 1506  
Eagleswood Twp ..... 1508  
Harvey Cedars Boro ..... 1509  
Island Heights Boro ..... 1510  
Jackson Twp ..... 1511  
Lacey Twp ..... 1512  
Lakehurst Boro ..... 1513  
Lakewood Twp ..... 1514  
Lavallette Boro ..... 1515  
Little Egg Harbor Twp ..... 1516  
Long Beach Twp ..... 1517  
Manchester Twp ..... 1518  
Mantoloking Boro ..... 1519  
Ocean Twp ..... 1520  
Ocean Gate Boro ..... 1521  
Pine Beach Boro ..... 1522  
Plumsted Twp ..... 1523  
Point Pleasant Boro ..... 1524  
Point Pleasant Beach Boro ..... 1525  
Seaside Heights Boro ..... 1526  
Seaside Park Boro ..... 1527  
Ship Bottom Boro ..... 1528  
South Toms River Boro ..... 1529  
Stafford Twp ..... 1530  
Surf City Boro ..... 1531  
Toms River Twp ..... 1507  
(formerly Dover Twp)  
Tuckerton Boro ..... 1532

**Passaic County**

Bloomington Boro ..... 1601  
Clifton City ..... 1602  
Haledon Boro ..... 1603  
Hawthorne Boro ..... 1604  
Little Falls Twp ..... 1605  
North Haledon Boro ..... 1606  
Passaic City ..... 1607  
Paterson City ..... 1608  
Pompton Lakes Boro ..... 1609  
Prospect Park Boro ..... 1610  
Ringwood Boro ..... 1611  
Totowa Boro ..... 1612  
Wanaque Boro ..... 1613  
Wayne Twp ..... 1614  
West Milford Twp ..... 1615  
Woodland Park Boro ..... 1616  
(formerly West Paterson Boro)

**Salem County**

Alloway Twp ..... 1701  
Carney's Point Twp ..... 1716  
Elmer Boro ..... 1702  
Elsinboro Twp ..... 1703  
Lower Alloways Creek Twp ..... 1704  
Mannington Twp ..... 1705  
Oldmans Twp ..... 1706  
Penns Grove Boro ..... 1707  
Pennsville Twp ..... 1708  
Pilesgrove Twp ..... 1709  
Pittsgrove Twp ..... 1710  
Quinton Twp ..... 1711  
Salem City ..... 1712  
Upper Pittsgrove Twp ..... 1714  
Woodstown Boro ..... 1715

**Somerset County**

Bedminster Twp ..... 1801  
Bernards Twp ..... 1802  
Bernardsville Boro ..... 1803  
Bound Brook Boro ..... 1804  
Branchburg Twp ..... 1805  
Bridgewater Twp ..... 1806  
Far Hills Boro ..... 1807  
Franklin Twp ..... 1808  
Green Brook Twp ..... 1809  
Hillsborough Twp ..... 1810  
Manville Boro ..... 1811  
Millstone Boro ..... 1812  
Montgomery Twp ..... 1813  
North Plainfield Boro ..... 1814  
Peapack-Gladstone Boro ..... 1815  
Raritan Boro ..... 1816  
Rocky Hill Boro ..... 1817  
Somerville Boro ..... 1818  
South Bound Brook Boro ..... 1819  
Warren Twp ..... 1820  
Watchung Boro ..... 1821

**Sussex County**

Andover Boro ..... 1901  
Andover Twp ..... 1902  
Branchville Boro ..... 1903  
Byram Twp ..... 1904  
Frankford Twp ..... 1905  
Franklin Boro ..... 1906  
Fredon Twp ..... 1907  
Green Twp ..... 1908  
Hamburg Boro ..... 1909  
Hampton Twp ..... 1910  
Hardyston Twp ..... 1911  
Hopatcong Boro ..... 1912  
Lafayette Twp ..... 1913  
Montague Twp ..... 1914  
Newton Town ..... 1915  
Ogdensburg Boro ..... 1916  
Sandyston Twp ..... 1917  
Sparta Twp ..... 1918  
Stanhope Boro ..... 1919  
Stillwater Twp ..... 1920  
Sussex Boro ..... 1921  
Vernon Twp ..... 1922  
Walpack Twp ..... 1923  
Wantage Twp ..... 1924

**Union County**

Berkeley Heights Twp ..... 2001  
Clark Twp ..... 2002  
Cranford Twp ..... 2003  
Elizabeth City ..... 2004  
Fanwood Boro ..... 2005  
Garwood Boro ..... 2006  
Hillside Twp ..... 2007  
Kenilworth Boro ..... 2008  
Linden City ..... 2009  
Mountainside Boro ..... 2010  
New Providence Boro ..... 2011  
Plainfield City ..... 2012  
Rahway City ..... 2013  
Roselle Boro ..... 2014  
Roselle Park Boro ..... 2015  
Scotch Plains Twp ..... 2016  
Springfield Twp ..... 2017  
Summit City ..... 2018  
Union Twp ..... 2019  
Westfield Twp ..... 2020  
Winfield Twp ..... 2021

**Warren County**

Allamuchy Twp ..... 2101  
Alpha Boro ..... 2102  
Belvidere Town ..... 2103  
Blairstown Twp ..... 2104  
Franklin Twp ..... 2105  
Frelinghuysen Twp ..... 2106  
Greenwich Twp ..... 2107  
Hackettstown Town ..... 2108  
Hardwick Twp ..... 2109  
Harmony Twp ..... 2110  
Hope Twp ..... 2111  
Independence Twp ..... 2112  
Knowlton Twp ..... 2113  
Liberty Twp ..... 2114  
Lopatcong Twp ..... 2115  
Mansfield Twp ..... 2116  
Oxford Twp ..... 2117  
Phillipsburg Town ..... 2119  
Pohatcong Twp ..... 2120  
Washington Boro ..... 2121  
Washington Twp ..... 2122  
White Twp ..... 2123

**Residents of Other States ..... 0000**