

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. 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 the 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.

July 2010



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 for the

J-CAP application

Once **CSC** receives your application and your **\$25.00 application fee**, you will be scheduled for the next available test date. You will receive notification of test date, location and time by mail.

 In accordance with Public Law 2010 c.26, **Veterans may qualify for a reduced application fee of \$15.00.** If you have established veterans’ preference since April 1, 1980, no further action is needed. Otherwise, mail a completed veterans’ preference claim form and required documents to the Department of Military and Veterans’ Affairs (DMAVA). The address is on the claim form. The form is available at the CSC office at 44 S. Clinton Ave., Trenton, NJ, or on our website at www.state.nj.us/csc. It is also available at the DMAVA website at www.state.nj.us/military. DMAVA is responsible for determining eligibility for Civil Service Veterans’ Preference and must establish your preference no later than 8 days prior to creation of the eligible pool/list which is produced as a result of this examination. You may visit DMAVA’s website or contact them at 1-888-865-8387 for more information.

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.

Judiciary CLERICAL TITLES IN J-CAP

JUDICIARY TITLES REQUIRING 0–1 YEAR EXPERIENCE

State Government Titles	Salary Range as of July 5, 2008 Minimum - Maximum
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

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)

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.

DO NOT WRITE IN THIS BOX

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

\$ 25.00 Application Fee Required

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.

2. LAST NAME:

[illegible]

3. FIRST NAME:

[illegible]

4. SOCIAL SECURITY NUMBER:

(Area Code)

5. DAYTIME TELEPHONE NUMBER:

[illegible]

6. U.S. CITIZEN?

YES ☐ NO ☐

YES ☐ NO ☐

8. DO YOU REQUIRE ADA ASSISTANCE?

(see instructions on page 6)

E? YES ☐ NO ☐

9. MAILING ADDRESS: (STREET OR PO BOX)

[illegible]**APT. NUMBER:**[illegible]

CITY:

[illegible]STATE: **ZIP CODE:**

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10. RESIDENCY CODE:

(see instructions on page 6)

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11. E-MAIL ADDRESS:

[illegible]

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

Bergen County Justice Center

Human Resources Division
10 Main Street
Hackensack, NJ 07601

Burlington County Court Facility

Human Resources Division
49 Rancocas Road
Mount Holly, NJ 08060

Camden County Hall of Justice

Human Resources Division
101 South Fifth Street
Camden, NJ 08103-4001

Cape May County Courthouse

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

Cumberland County Courthouse

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

Essex County Courts Building

Human Resources Division
50 West Market Street
Newark, NJ 07102

Hudson County Administration Building

Human Resources Division
595 Newark Avenue
Jersey City, NJ 07306

Hunterdon County Courthouse

Human Resources Division
65 Park Avenue
Flemington, NJ 08822

Mercer County**Administrative Office of the Courts**

Human Resources Division
Central Office
25 Market Street
Trenton, NJ 08625-0966

Mercer County Courthouse

Human Resources Division
209 South Broad Street
Trenton, NJ 08650-0068

Middlesex County Courthouse

Human Resources Division
1 JFK Square
New Brunswick, NJ 08903

Monmouth County Courthouse

Human Resources Division
Monument & Court Streets
Freehold, NJ 07728-1266

Morris County Courthouse

Human Resources Division
Washington & Court Sts.
Morristown, NJ 07963-0910

Ocean County Courthouse

Human Resources Division
120 Hooper Avenue
Toms River, NJ 08752

Passaic County Court House

Human Resources Division
77 Hamilton Street
Paterson, NJ 07505-2017

Somerset County Courthouse

Human Resources Division
North Bridge Street
Somerville, NJ 08876-1262

Sussex County Judicial Center

Human Resources Division
43-47 High Street
Newton, NJ 07860

Union County Courthouse

Human Resources Division
2 Broad Street
Elizabeth, NJ 07207

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):

- | | | |
|--|--|--|
| <input type="checkbox"/> High School Diploma or GED (12) | <input type="checkbox"/> (A) Associate Degree | <input type="checkbox"/> (M) Master's Degree |
| <input type="checkbox"/> Some College (S) | <input type="checkbox"/> (B) Bachelor's Degree | <input type="checkbox"/> (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

- | | |
|---|--|
| <input type="checkbox"/> French (FR) | <input type="checkbox"/> Spanish (SP) |
| <input type="checkbox"/> French Creole (FC) | <input type="checkbox"/> Vietnamese (VN) |
| <input type="checkbox"/> Korean (KO) | <input type="checkbox"/> American Sign Language (AS) |
| <input type="checkbox"/> Polish (PL) | <input type="checkbox"/> Russian (RU) |
| <input type="checkbox"/> Portuguese (PR) | |

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 <u>July 5, 2008</u>	
		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 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 **\$25.00 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 **YES** if you are claiming veterans preference for this examination. If you have established veterans preference 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/csc and at our office at 44 S. Clinton Avenue, Trenton, NJ. Completed forms should be mailed to the Department of Military and Veterans' Affairs (DMAVA). For more information, visit their web site at www.state.nj.us/military or contact them at 1-888-865-8387. Note: In accordance with Public Law 2010 c.26, **Veterans pay a reduced application fee of \$15.00** if they have previously established Veterans Preference with the DMAVA (as defined by N.J.S.A. 11A:5-1 et seq.), or your claim is approved by DMAVA at least 8 days prior to the issuance of this eligibility list.

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)

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 \$25.00 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

Atlantic County

Absecon City	0101
Atlantic City	0102
Brigantine City	0103
Buena Boro	0104
Buena Vista Twp	0105
Corbin City	0106
Egg Harbor City	0107
Egg Harbor Twp	0108
Estell Manor City	0109
Folsom Boro	0110
Galloway Twp	0111
Hamilton Twp	0112
Hammonton Town	0113
Linwood City	0114
Longport Boro	0115
Margate City	0116
Mullica Twp	0117
Northfield City	0118
Pleasantville City	0119
Port Republic City	0120
Somers Point City	0121
Ventnor City	0122
Weymouth Twp	0123

Bergen County

Allendale Boro	0201
Alpine Boro	0202
Bergenfield Boro	0203
Bogota Boro	0204
Carlstadt Boro	0205
Cliffside Park Boro	0206
Closter Boro	0207
Cresskill Boro	0208
Demarest Boro	0209
Dumont Boro	0210
East Rutherford Boro	0212
Edgewater Boro	0213
Elmwood Park Boro	0211
Emerson Boro	0214
Englewood City	0215
Englewood Cliffs Boro	0216
Fair Lawn Boro	0217
Fairview Boro	0218
Fort Lee Boro	0219
Franklin Lakes Boro	0220
Garfield City	0221
Glen Rock Boro	0222
Hackensack City	0223
Harrington Park Boro	0224
Hasbrouck Heights Boro	0225
Haworth Boro	0226
Hillsdale Boro	0227
Hohokus Boro	0228
Leonia Boro	0229
Little Ferry Boro	0230
Lodi Boro	0231
Lyndhurst Twp	0232
Mahwah Twp	0233
Maywood Boro	0234
Midland Park Boro	0235
Montvale Boro	0236
Moonachie Boro	0237
New Milford Boro	0238
North Arlington Boro	0239
Northvale Boro	0240
Norwood Boro	0241
Oakland Boro	0242
Old Tappan Boro	0243
Oradell Boro	0244
Palisades Park Boro	0245
Paramus Boro	0246
Park Ridge Boro	0247
Ramsey Boro	0248
Ridgefield Boro	0249
Ridgefield Park Village	0250
Ridgewood Twp	0251
River Edge Boro	0252

Municipality Code

Rivervale Twp	0253
Rochelle Park Twp	0254
Rockleigh Boro	0255
Rutherford Boro	0256
Saddle Brook Twp	0257
Saddle River Boro	0258
South Hackensack Twp	0259
Teaneck Twp	0260
Tenafly Boro	0261
Teterboro Boro	0262
Upper Saddle River Boro	0263
Waldwick Boro	0264
Wallington Boro	0265
Washington Twp	0266
Westwood Boro	0267
Woodcliff Lake Boro	0268
Wood-Ridge Boro	0269
Wyckoff Twp	0270

Burlington County

Bass River Twp	0301
Beverly City	0302
Bordentown City	0303
Bordentown Twp	0304
Burlington City	0305
Burlington Twp	0306
Chesterfield Twp	0307
Cinnaminson Twp	0308
Delanco Twp	0309
Delran Twp	0310
Eastampton Twp	0311
Edgewater Park Twp	0312
Evesham Twp	0313
Fieldsboro Boro	0314
Florence Twp	0315
Hainesport Twp	0316
Lumberton Twp	0317
Mansfield Twp	0318
Maple Shade Twp	0319
Medford Twp	0320
Medford Lakes Boro	0321
Moorestown Twp	0322
Mount Holly Twp	0323
Mount Laurel Twp	0324
New Hanover Twp	0325
North Hanover Twp	0326
Palmyra Boro	0327
Pemberton Boro	0328
Pemberton Twp	0329
Riverside Twp	0330
Riverton Boro	0331
Shamong Twp	0332
Southampton Twp	0333
Springfield Twp	0334
Tabernacle Twp	0335
Washington Twp	0336
Westampton Twp	0337
Willingboro Twp	0338
Woodland Twp	0339
Wrightstown Boro	0340

Camden County

Audubon Boro	0401
Audubon Park Boro	0402
Barrington Boro	0403
Bellmawr Boro	0404
Berlin Boro	0405
Berlin Twp	0406
Brooklawn Boro	0407
Camden City	0408
Cherry Hill Twp	0409
Chesilhurst Boro	0410
Clementon Boro	0411
Collingswood Boro	0412
Gibbsboro Boro	0413
Gloucester City	0414
Gloucester Twp	0415
Haddon Twp	0416
Haddonfield Boro	0417

Municipality Code

Haddon Heights Boro	0418
Hi Nella Boro	0419
Laurel Springs Boro	0420
Lawnside Boro	0421
Lindenwold Boro	0422
Magnolia Boro	0423
Merchantville Boro	0424
Mount Ephraim Boro	0425
Oaklyn Boro	0426
Pennsauken Twp	0427
Pine Hill Boro	0428
Pine Valley Boro	0429
Runnemede Boro	0430
Somerdale Boro	0431
Stratford Boro	0432
Tavistock Boro	0433
Voorhees Twp	0434
Waterford Twp	0435
Winslow Twp	0436
Woodlynne Boro	0437

Cape May County

Avalon Boro	0501
Cape May City	0502
Cape May Point Boro	0503
Dennis Twp	0504
Lower Twp	0505
Middle Twp	0506
North Wildwood City	0507
Ocean City	0508
Sea Isle City	0509
Stone Harbor Boro	0510
Upper Twp	0511
West Cape May Boro	0512
West Wildwood Boro	0513
Wildwood City	0514
Wildwood Crest Boro	0515
Woodbine Boro	0516

Cumberland County

Bridgeton City	0601
Commercial Twp	0602
Deerfield Twp	0603
Downe Twp	0604
Fairfield Twp	0605
Greenwich Twp	0606
Hopewell Twp	0607
Lawrence Twp	0608
Maurice River Twp	0609
Millville City	0610
Shiloh Boro	0611
Stow Creek Twp	0612
Upper Deerfield Twp	0613
Vineland City	0614

Essex County

Belleville Twp	0701
Bloomfield Twp	0702
Caldwell Boro	0703
Cedar Grove Twp	0704
East Orange City	0705
Essex Fells Boro	0706
Fairfield Twp	0707
Glen Ridge Boro	0708
Irvington Twp	0709
Livingston Twp	0710
Maplewood Twp	0711
Millburn Twp	0712
Montclair Twp	0713
Newark City	0714
North Caldwell Boro	0715
Nutley Twp	0716
Orange City Twp	0717
Roseland Boro	0718
South Orange Village Twp	0719
Verona Twp	0720
West Caldwell Twp	0721
West Orange Twp	0722

Municipality Code

Gloucester County

Clayton Boro	0801
Deptford Twp	0802
East Greenwich Twp	0803
Elk Twp	0804
Franklin Twp	0805
Glassboro Boro	0806
Greenwich Twp	0807
Harrison Twp	0808
Logan Twp	0809
Mantua Twp	0810
Monroe Twp	0811
National Park Boro	0812
Newfield Boro	0813
Paulsboro Boro	0814
Pitman Boro	0815
South Harrison Twp	0816
Swedesboro Boro	0817
Washington Twp	0818
Wenonah Boro	0819
West Deptford Twp	0820
Westville Boro	0821
Woodbury City	0822
Woodbury Heights Boro	0823
Woolwich Twp	0824

Hudson County

Bayonne City	0901
East Newark Boro	0902
Guttenberg Town	0903
Harrison Town	0904
Hoboken City	0905
Jersey City	0906
Kearny Town	0907
North Bergen Twp	0908
Secaucus Town	0909
Union City	0910
Weehawken Twp	0911
West New York Town	0912

Hunterdon County

Alexandria Twp	1001
Bethlehem Twp	1002
Bloomsbury Boro	1003
Califon Boro	1004
Clinton Town	1005
Clinton Twp	1006
Delaware Twp	1007
East Amwell Twp	1008
Flemington Boro	1009
Franklin Twp	1010
Frenchtown Boro	1011
Glen Gardner Boro	1012
Hampton Boro	1013
High Bridge Boro	1014
Holland Twp	1015
Kingwood Twp	1016
Lambertville City	1017
Lebanon Boro	1018
Lebanon Twp	1019
Milford Boro	1020
Raritan Twp	1021
Readington Twp	1022
Stockton Boro	1023
Tewksbury Twp	1024
Union Twp	1025
West Amwell Twp	1026

Mercer County

East Windsor Twp	1101
Ewing Twp	1102
Hamilton Twp	1103
Hightstown Boro	1104
Hopewell Boro	1105
Hopewell Twp	1106
Lawrence Twp	1107
Pennington Boro	1108
Princeton Boro	1109
Princeton Twp	1110

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
Brielli 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
Kearnsburg 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

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
Rivendale 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

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

Municipality	Code
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