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

Revised August 2014

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 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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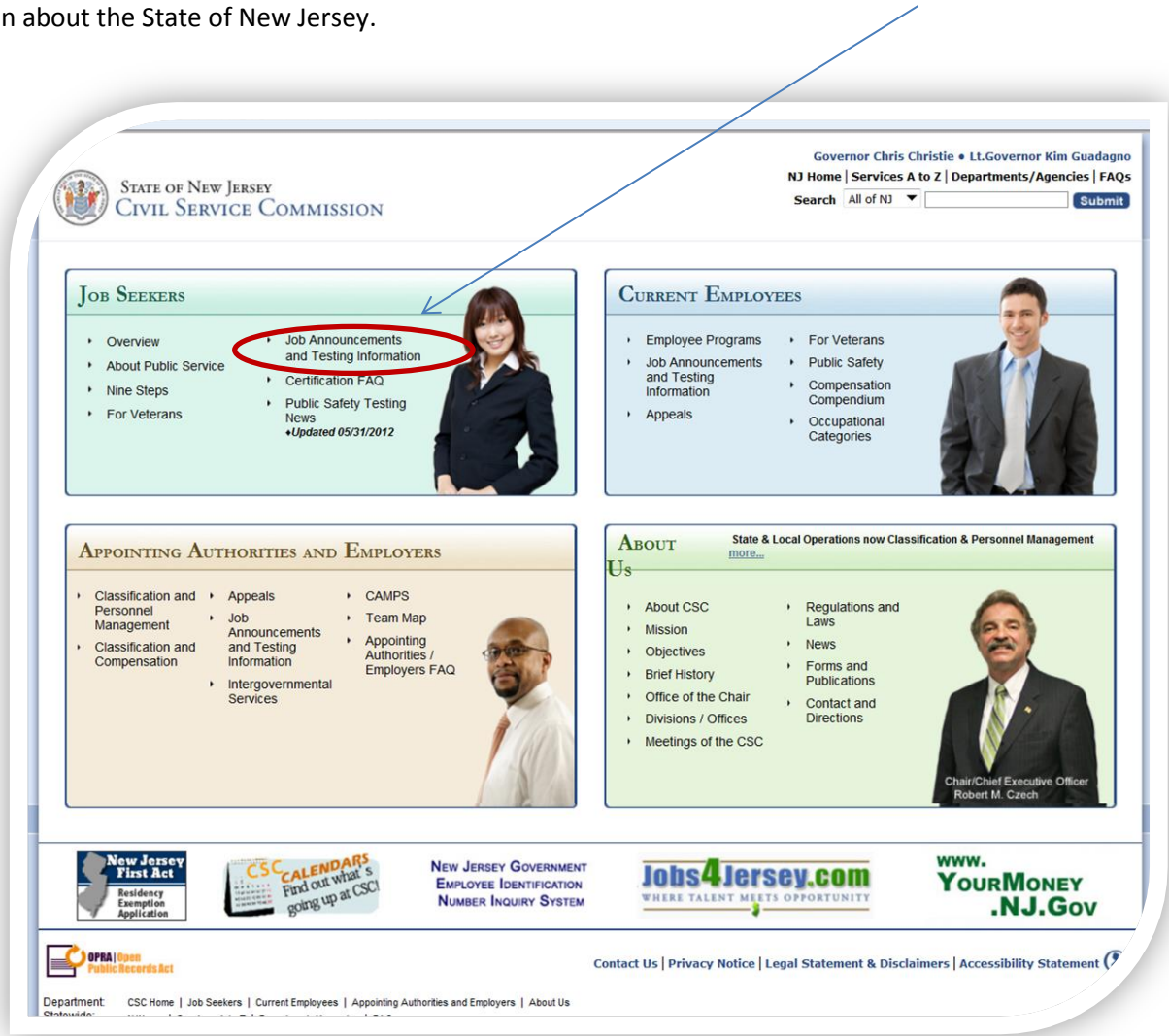
Getting Started

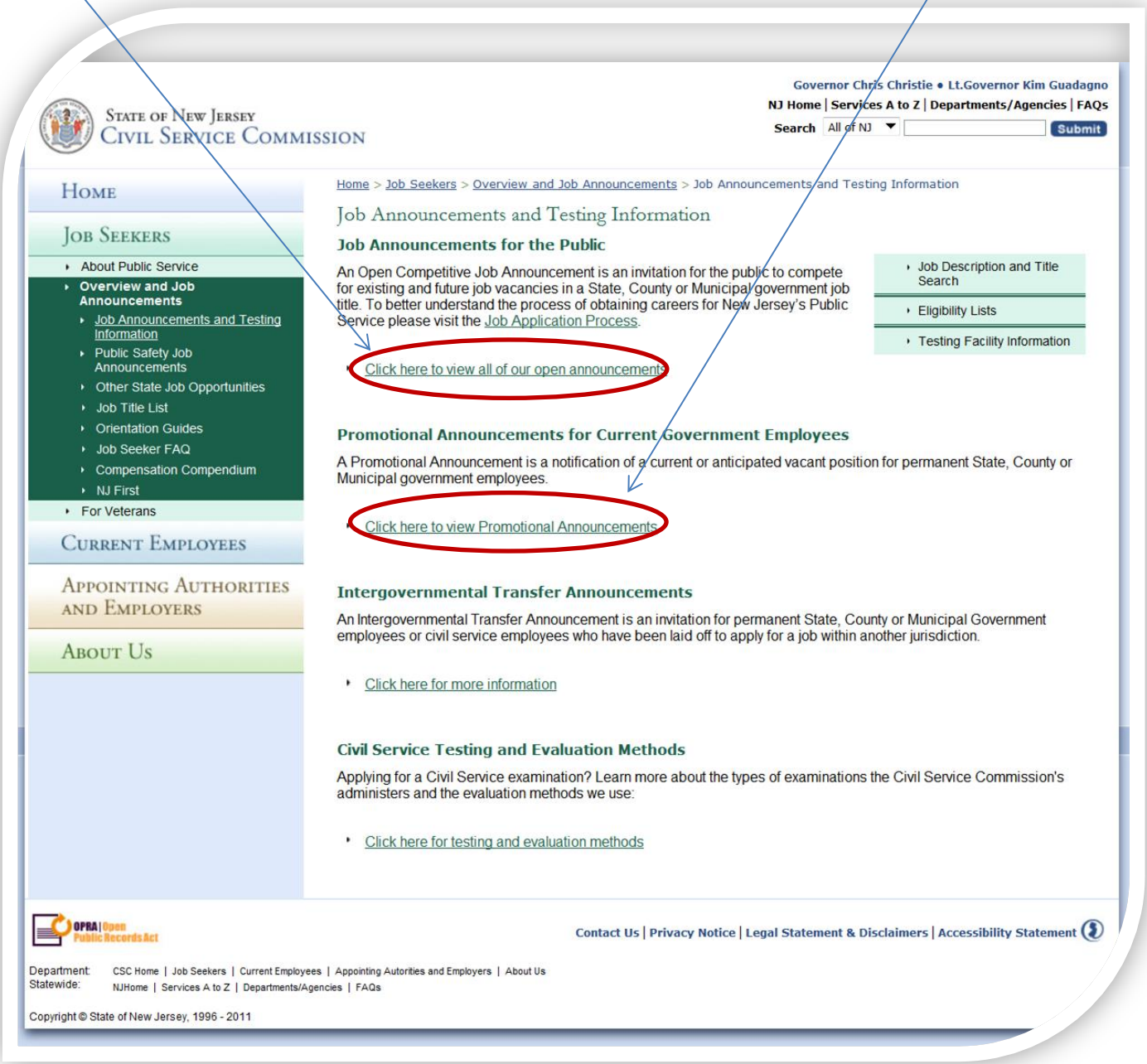
By accessing the Civil Service Commission's website at www.state.nj.us/csc/ and clicking **"Job Announcements and Testing Information",** you will have the ability to search various job announcements and read employment information about the State of New Jersey.



Search Job Announcements

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

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



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 o obtain the entire announcement, which lists all requirements.

New Jersey Civil Service Commission

Job Announcements

| CLOSE WINDOW | NJCSC HOME |

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

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

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

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

- Show All Job Announcements
- Refine Search Result With Job Title Name

NEED HELP ?

- Job Application - Tips and Techniques
- OAS User Guide

Showing All Jobs Announcements (51)

symbol	title	jurisdiction	open to residents of	issue date	closing date
C1021R	Maintenance Supervisor	Bergen County	Bergen County	11/12/13	12/03/13
C1019R	Senior Data Processing Systems Programmer	Essex County	1) Essex County; 2) Bergen County, Hudson County, Morris County, Passaic County, Union County	11/12/13	12/03/13
C1018R	Security Guard	Hunterdon County	Hunterdon County	11/12/13	12/03/13
M1020R	Library Director	Fairview	1) Fairview Borough; 2) Bergen County; 3) Essex County, Hudson County, Passaic County	11/12/13	12/03/13
C1017R	Records Manager	Union County	Union County	11/12/13	12/03/13

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: C1019R
Title: SENIOR DATA PROCESSING SYSTEMS PROGRAMMER

Issue Date: 11/12/2013
Jurisdiction: ESSEX COUNTY
Num. of Positions: 1
Application Fee: $25.00

Closing Date: 12/03/2013
Salary: $51,208.00 - $79,111.00 Per Year
Workweek: 35 Hours per week

OPEN TO RESIDENTS OF:
1) Essex County; 2) Bergen County, Hudson County, Morris County, Passaic County, Union County

REQUIREMENTS:
EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Experience in the study of work methods and processes, analysis of varied types of data, design and preparation of systems and programs, operation of multi-programming computer systems and work in the data processing support areas of input/output control, scheduling or reliability support may be substituted for the required education on a year-for-year basis with one (1) year of experience being equal to thirty (30) semester hour credits.

EXPERIENCE: Three (3) years of comprehensive experience in the generation and maintenance of operating systems software.

NOTE: A data processing certificate from a business or EDP school ma
you are substituting a certificate for some of the required experience, p
application. Failure to do so will result in ineligibility.

LICENSE: Appointees will be required to possess a driver's license val
rather than employee mobility, is necessary to perform the essential du

If your session expires, you will need to return to this page and click here to begin a new session.

IMPORTANT INFORMATION:

1. NJAC 4A:4-2.3(b) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by 4:00 p.m. on the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. If the announcement is open to residents of more than one jurisdiction, the eligible list will be ranked according to that residency sequence. Please click here for additional information
6. Effective September 1, 2011, the New Jersey First residency law was enacted. Please click here for additional information.
7. 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.

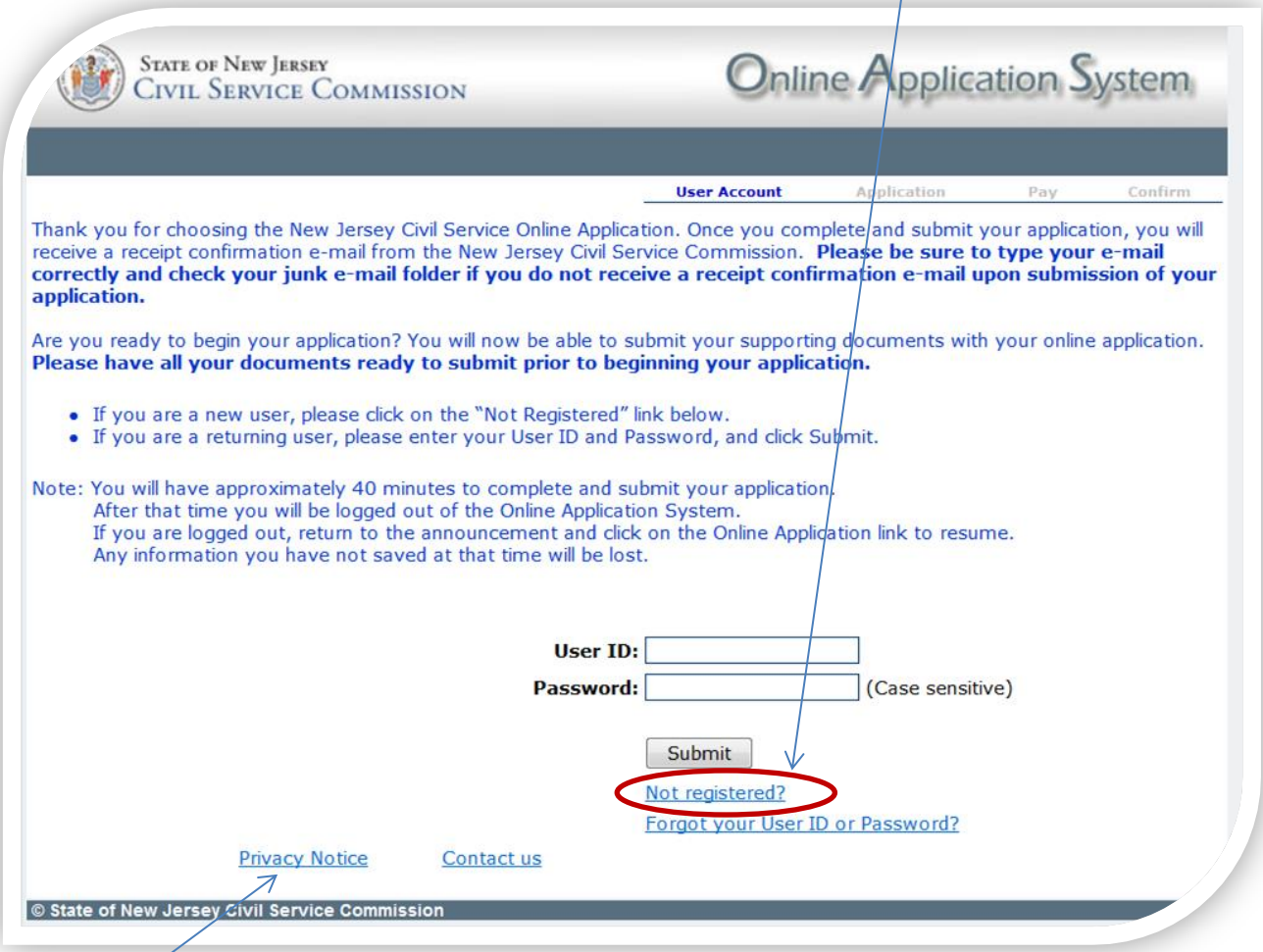
- Read Description of Job and Specification: **04703**
- **Click here to apply via the Online Application System**

Tip

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

User Account

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.



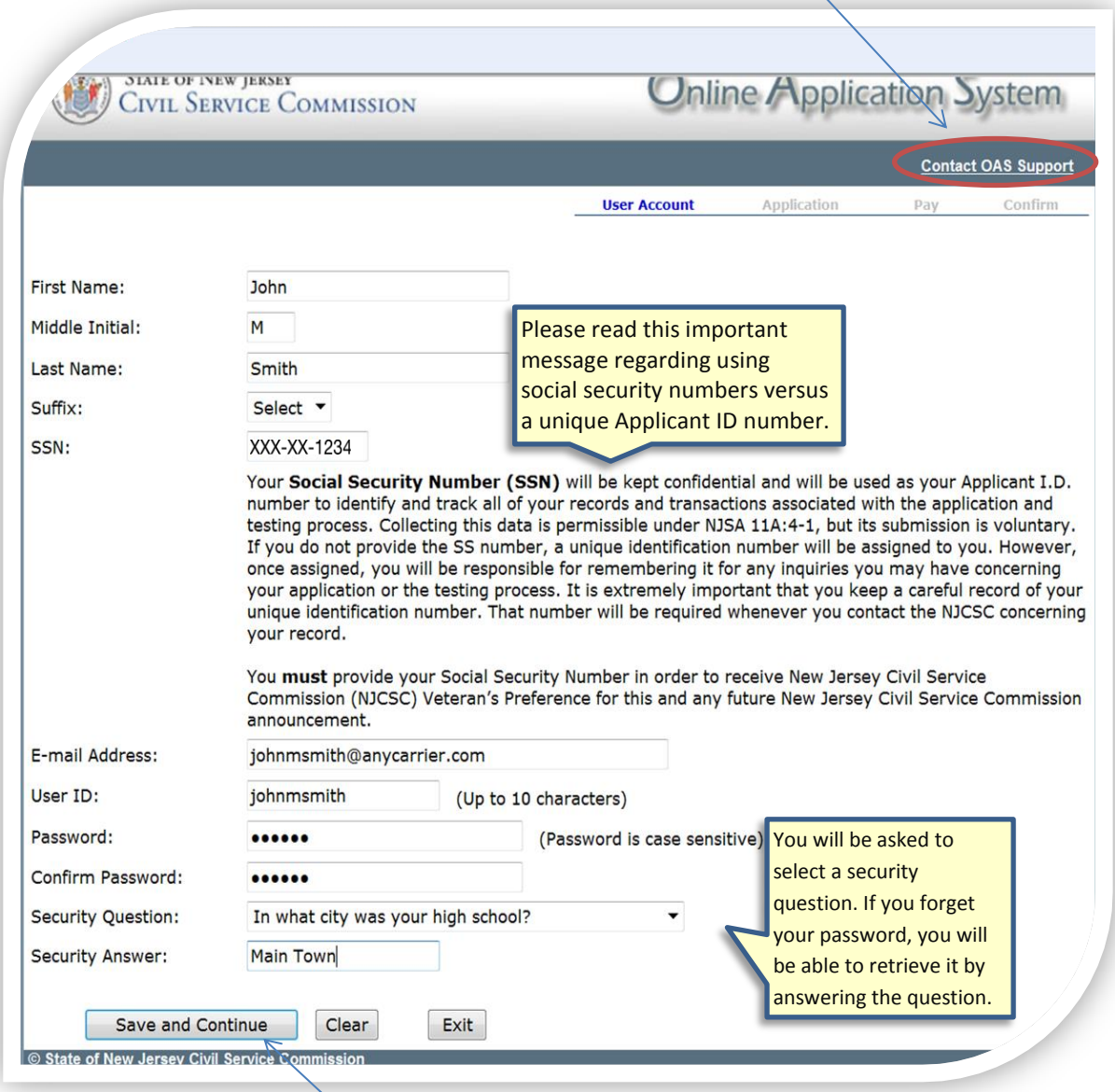
*Please note that the personal data entered through this process is safe. You can access the Privacy Policy by clicking here.

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.



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.

User Account | Application | Pay | Confirm

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

Closing Date:	Symbol:	Title:	Applicant ID:
05/21/2012	PS0029J	CLERK TYPIST	XXX-XX-1234

Last Name:	First Name:	M. I.:	Suffix:
Smith	John	M	

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. User Pr

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: johnmsmith@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:	*State:	*Zip Code:
Anytown	NJ	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:	*City:	Residency Code:
Atlantic	Absecon City	0101

*Daytime Telephone Number: (609)555-1212

Alternate Telephone Number:

Save and Continue | Save and Exit | Cancel and Exit

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

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

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.

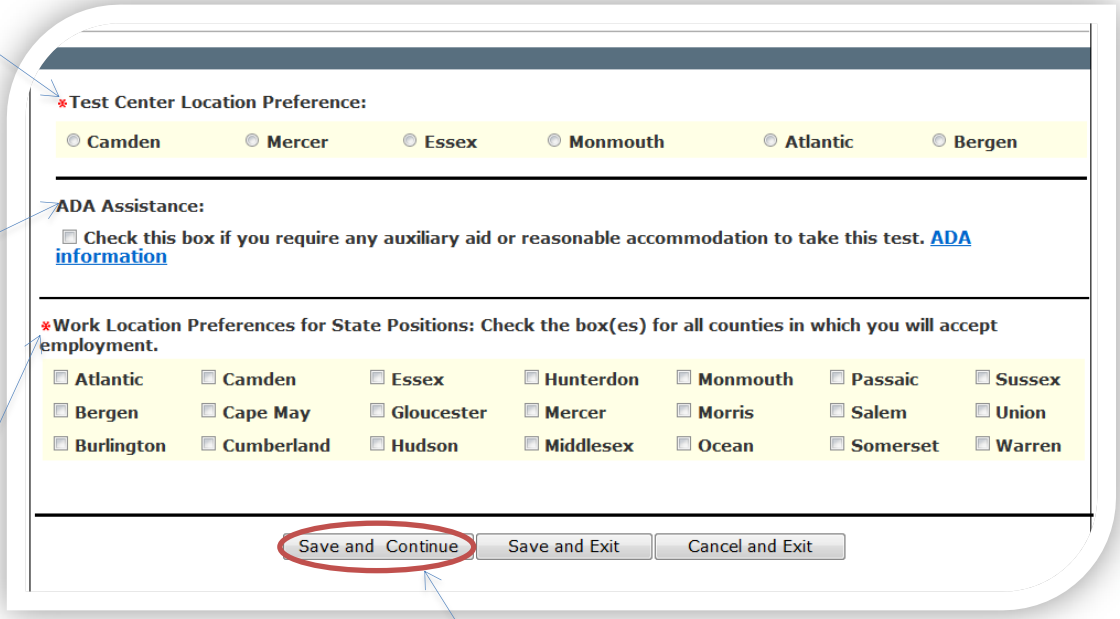
After completing the information on this page, select **"Save and Continue**" to advance to Preferences Screen.

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.

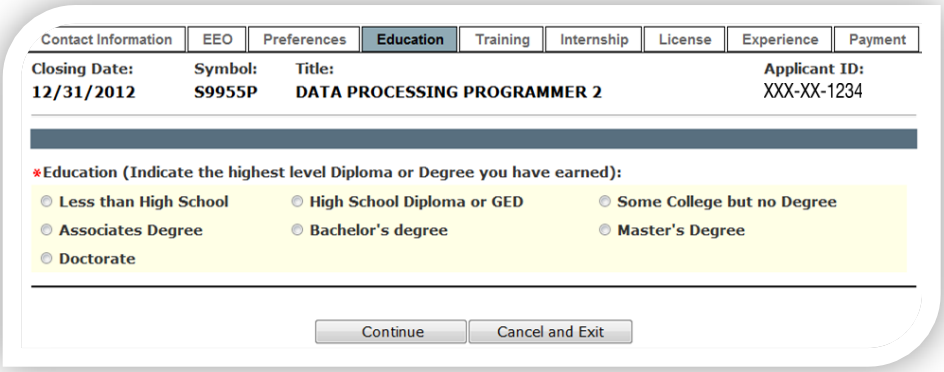
Please be sure to click **"Save and Continue"** to advance to the Education Screen.

Education

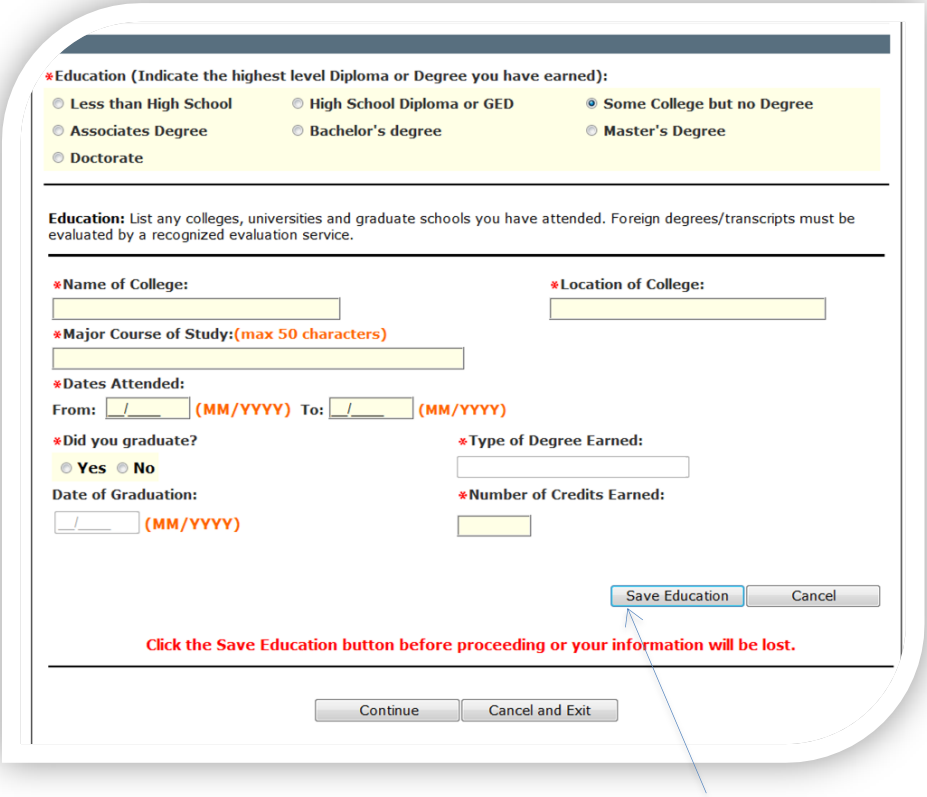
Please provide all educational information requested. List all colleges, universities and/or graduate schools that you have attended.

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:



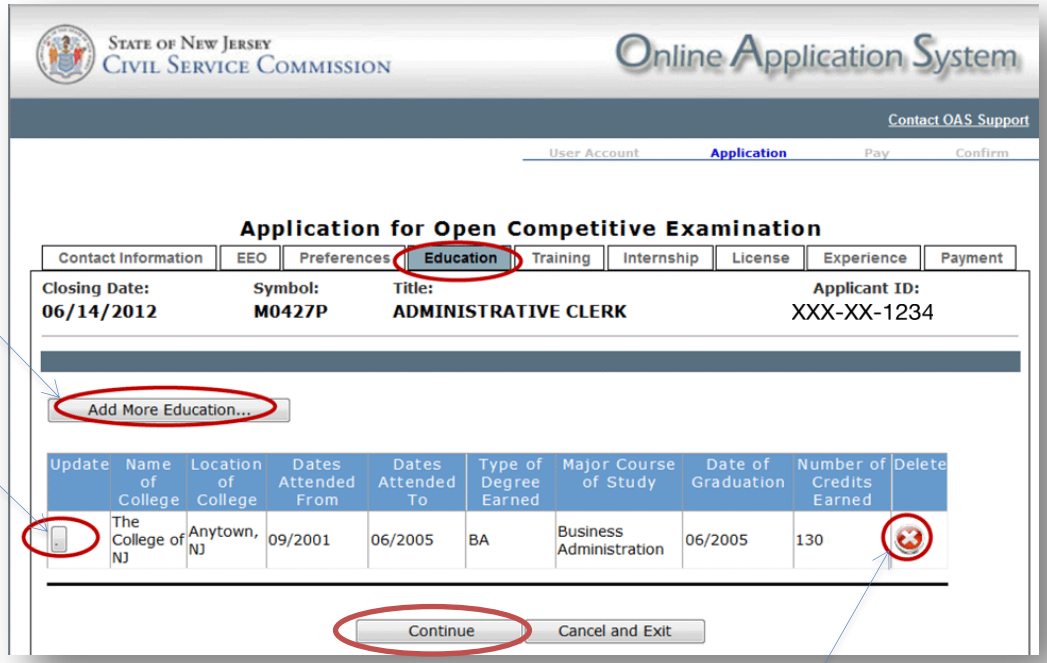
Example 2:



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**



- 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.

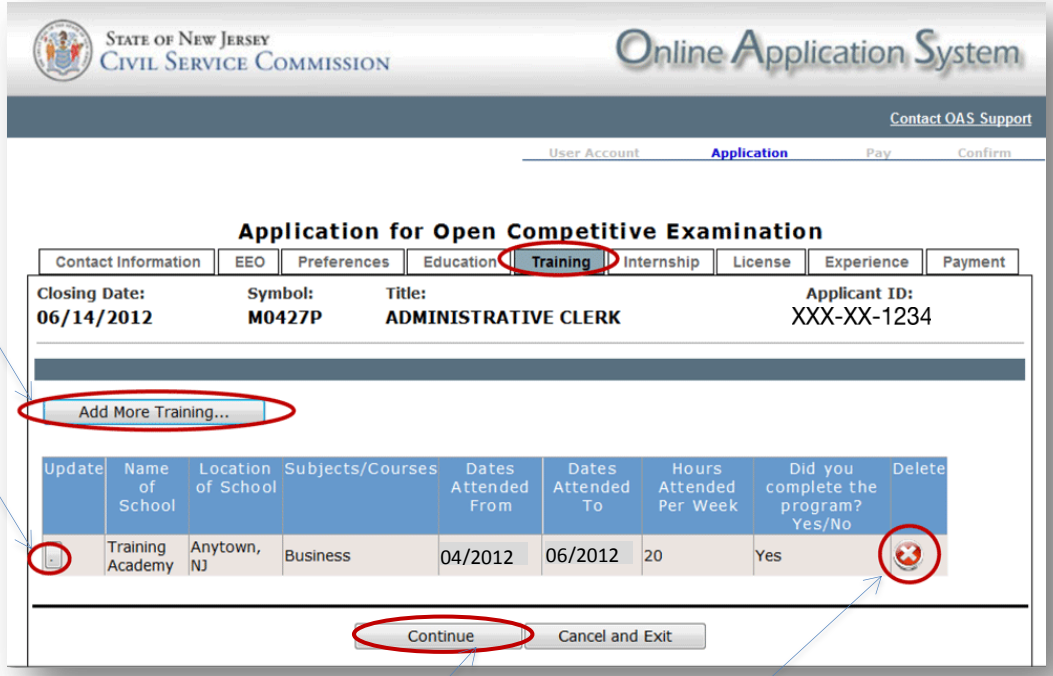
Please be sure to click **"Save Training"** to advance to the Training Summary Grid.

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**



- 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.

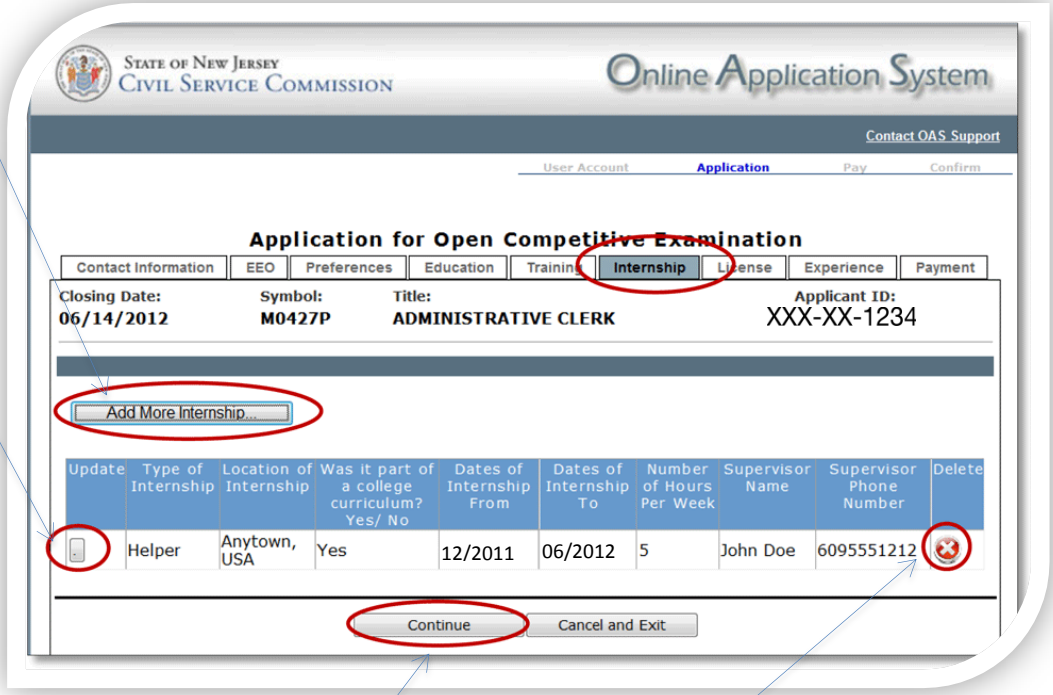
Please be sure to click **"Save Internship"** to advance to the Internship Summary Grid.

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**

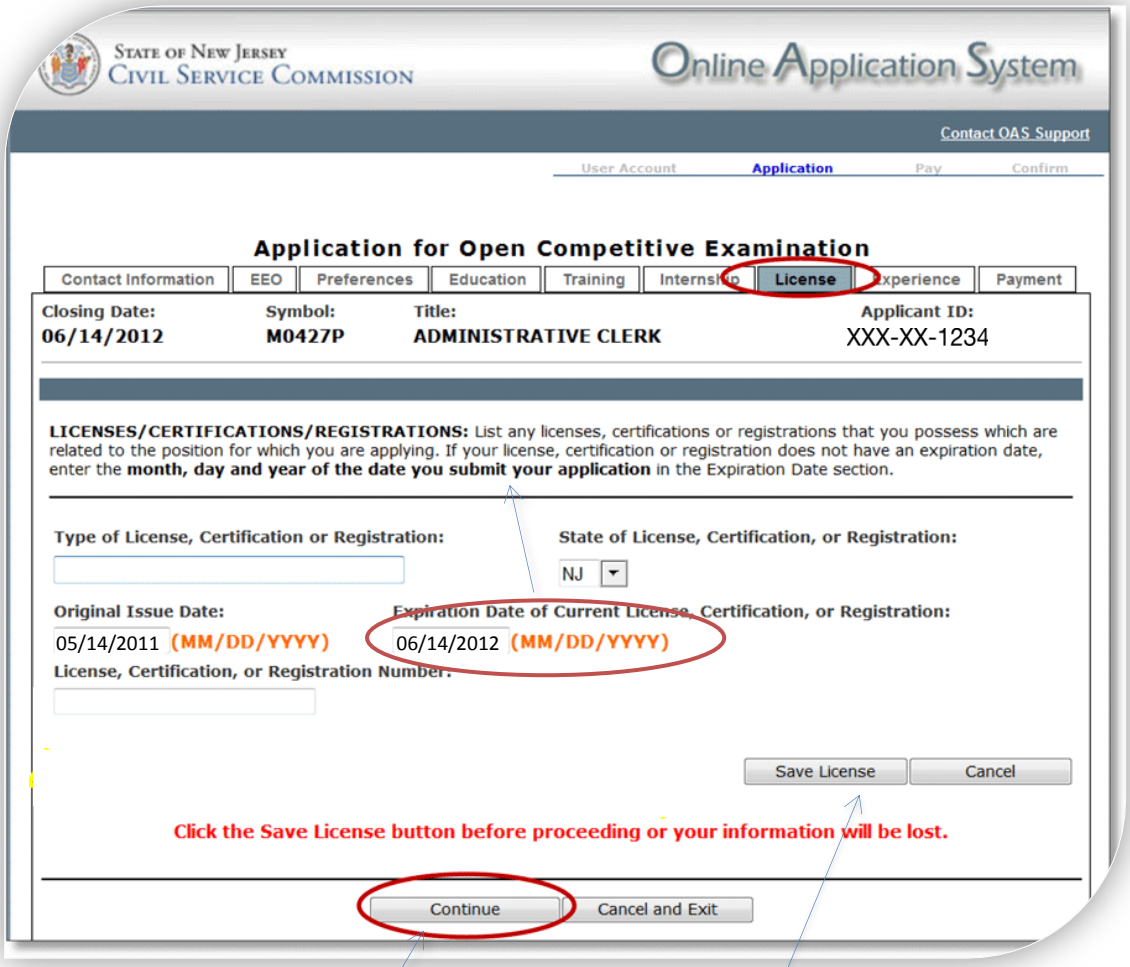
- Edit your **Internship**



- 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.

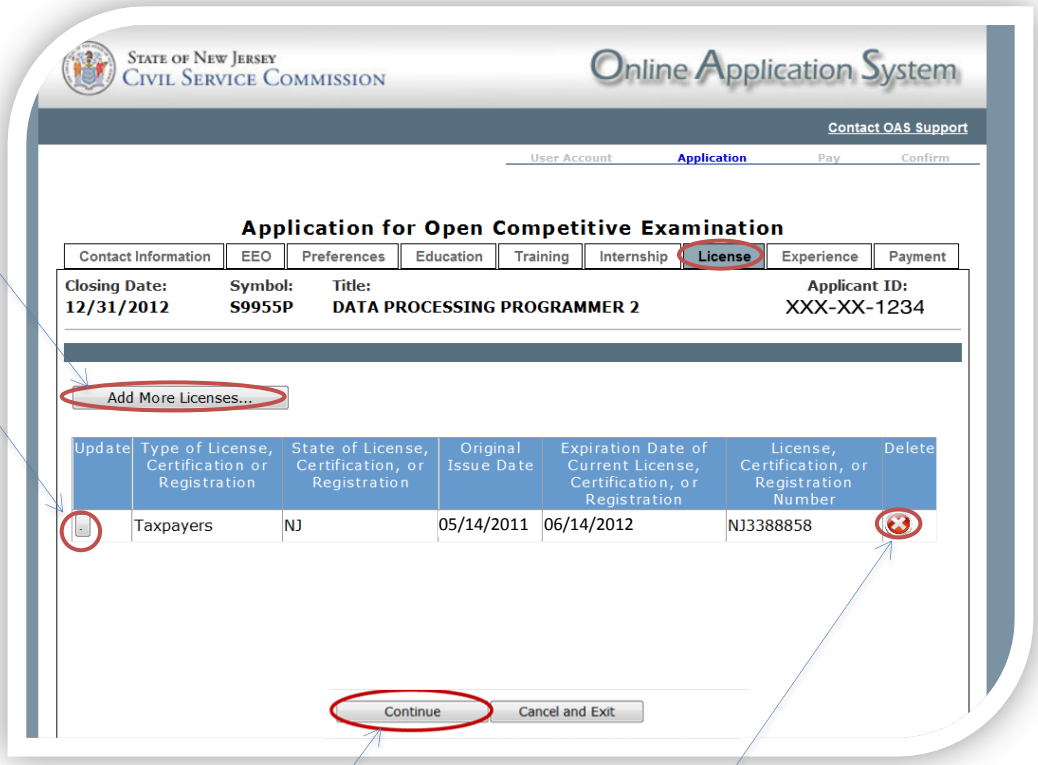


Please be sure to click **"Save License"** to advance to the License Summary Grid.

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:

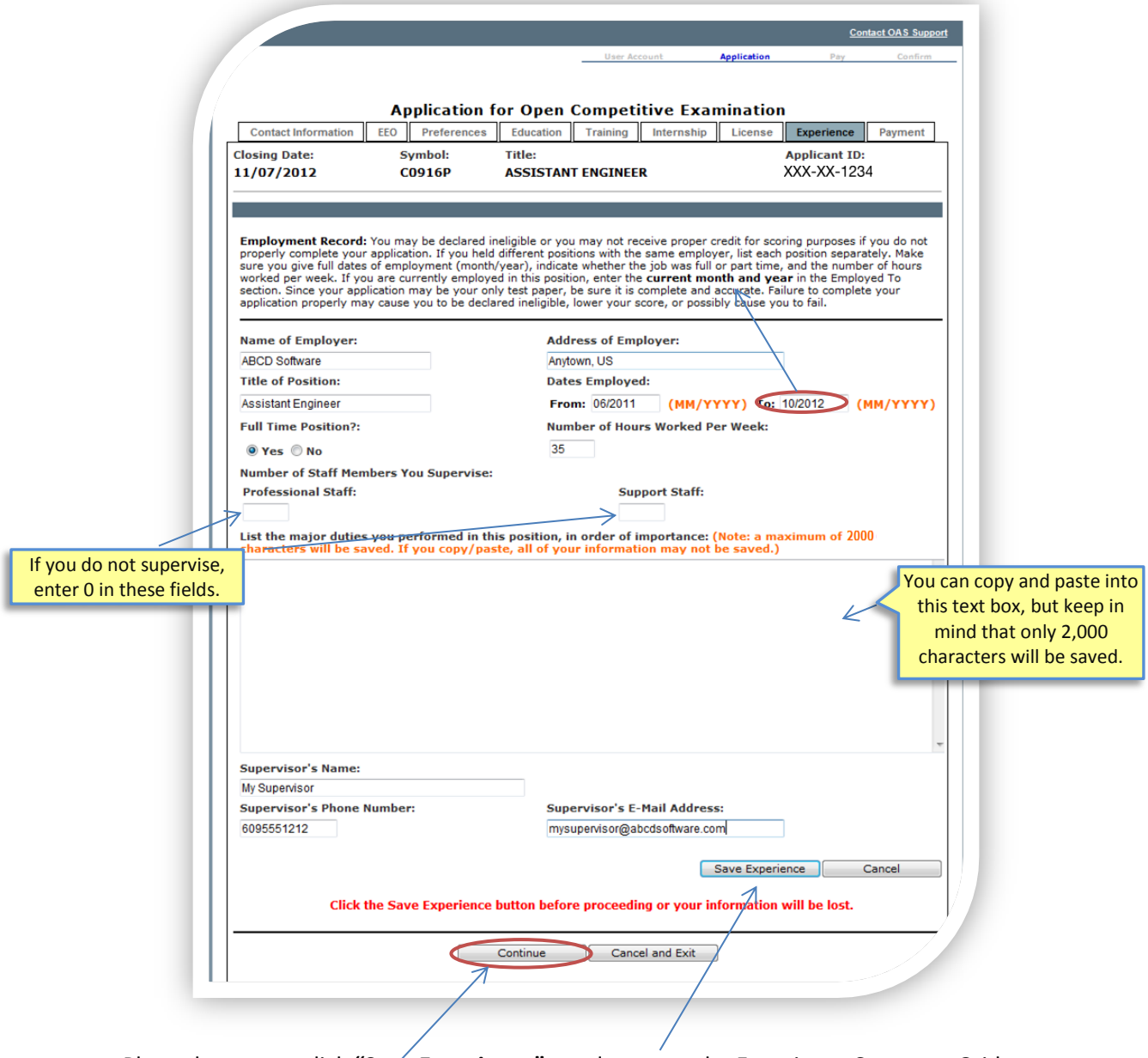
- Add more **Licenses**
- Edit your **Licenses**



- 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.

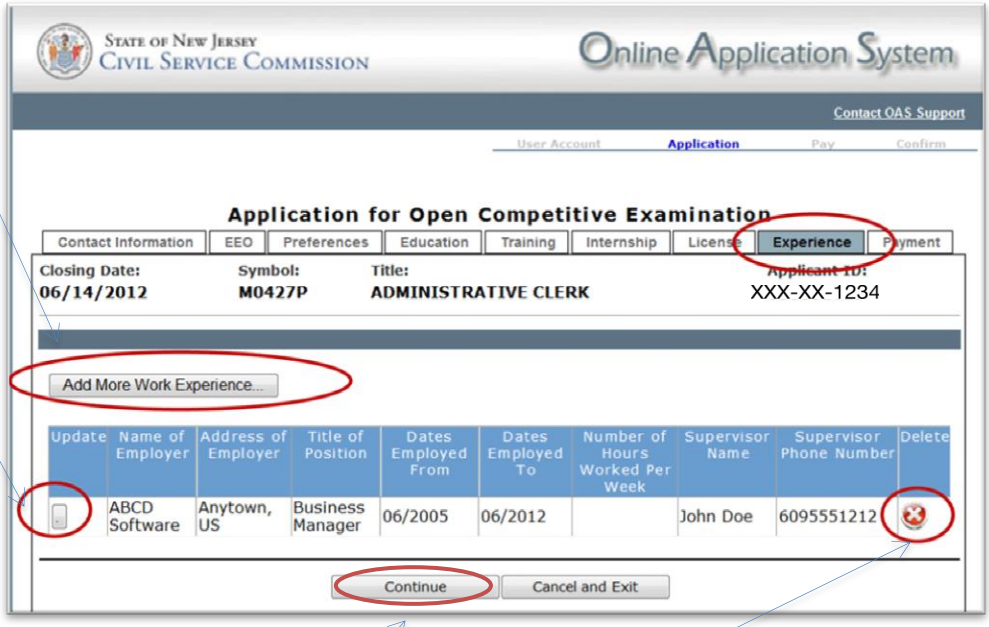


Please be sure to click **"Save Experience"** to advance to the Experience Summary Grid.

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**



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

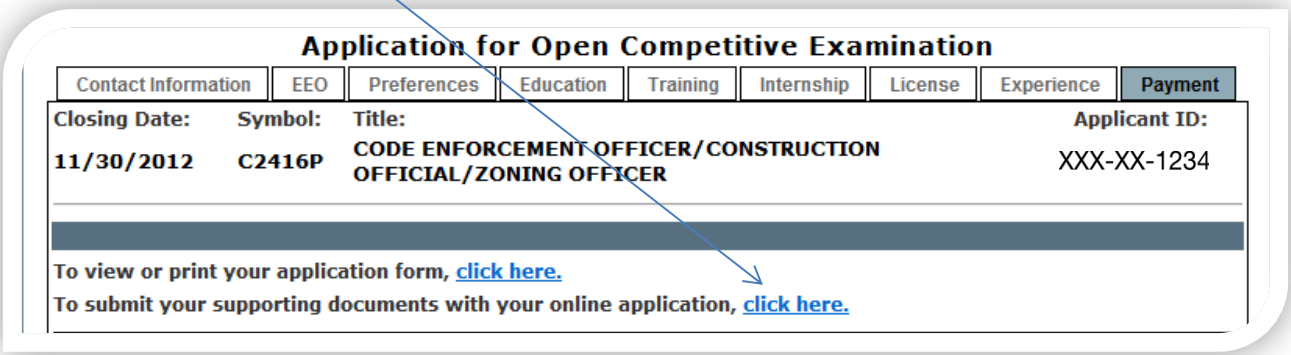
Once you have provided all information, click **"Continue"** to advance to the Payment Screen.

Tip

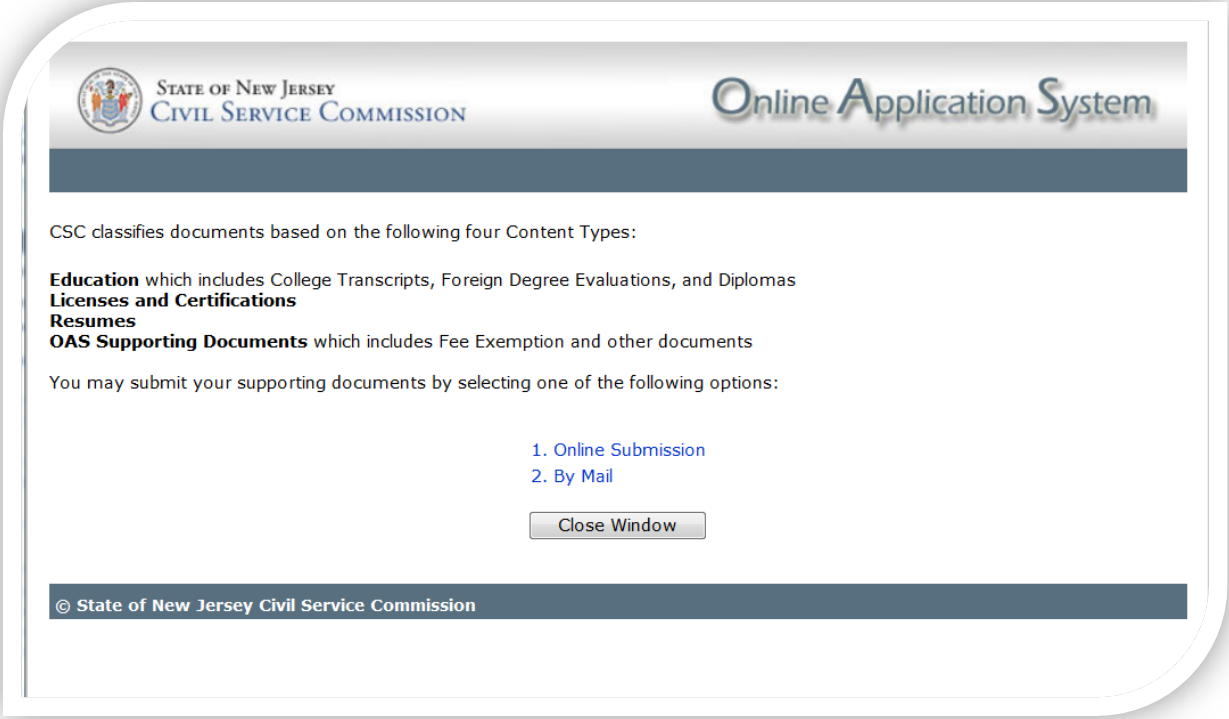
If your session "times-out" you will need to return to the job announcement that you are applying for, and click on the "click here to apply" link (see page 4).
That will lead you back to your online application.

Submitting Supporting Documentation

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



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



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

Uploading Supporting Documentation Online

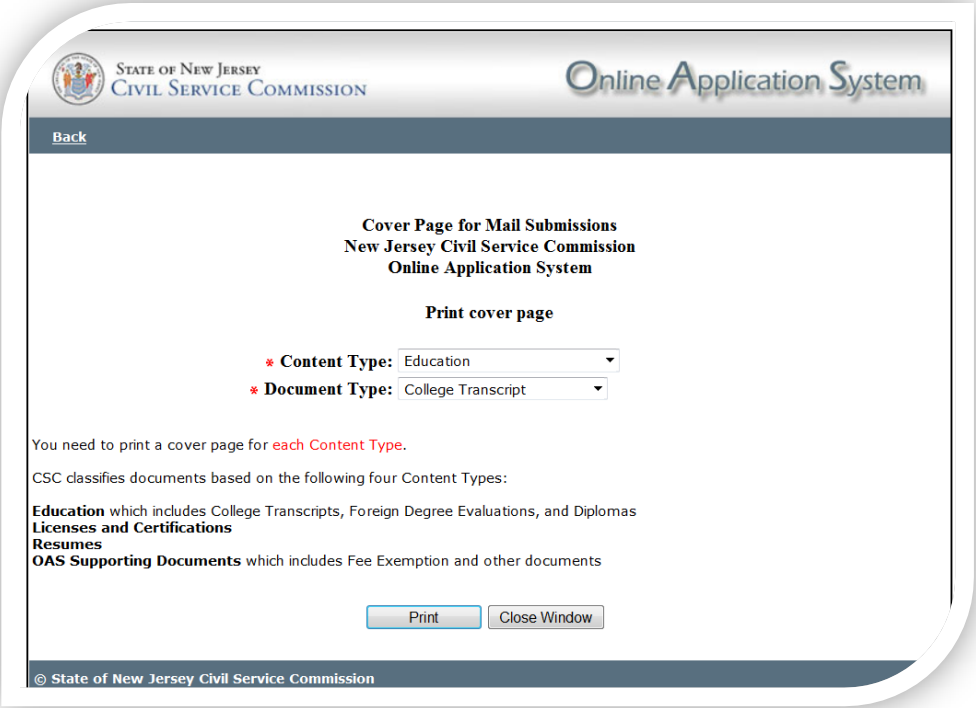
Once you upload a document, the Document Summary Grid will appear. As you upload additional documents, they will appear on the grid. You will be able to print a copy of the grid for your records. You cannot delete documents once they are uploaded.

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.

Once you have completed the upload process, click Back to return to the application.

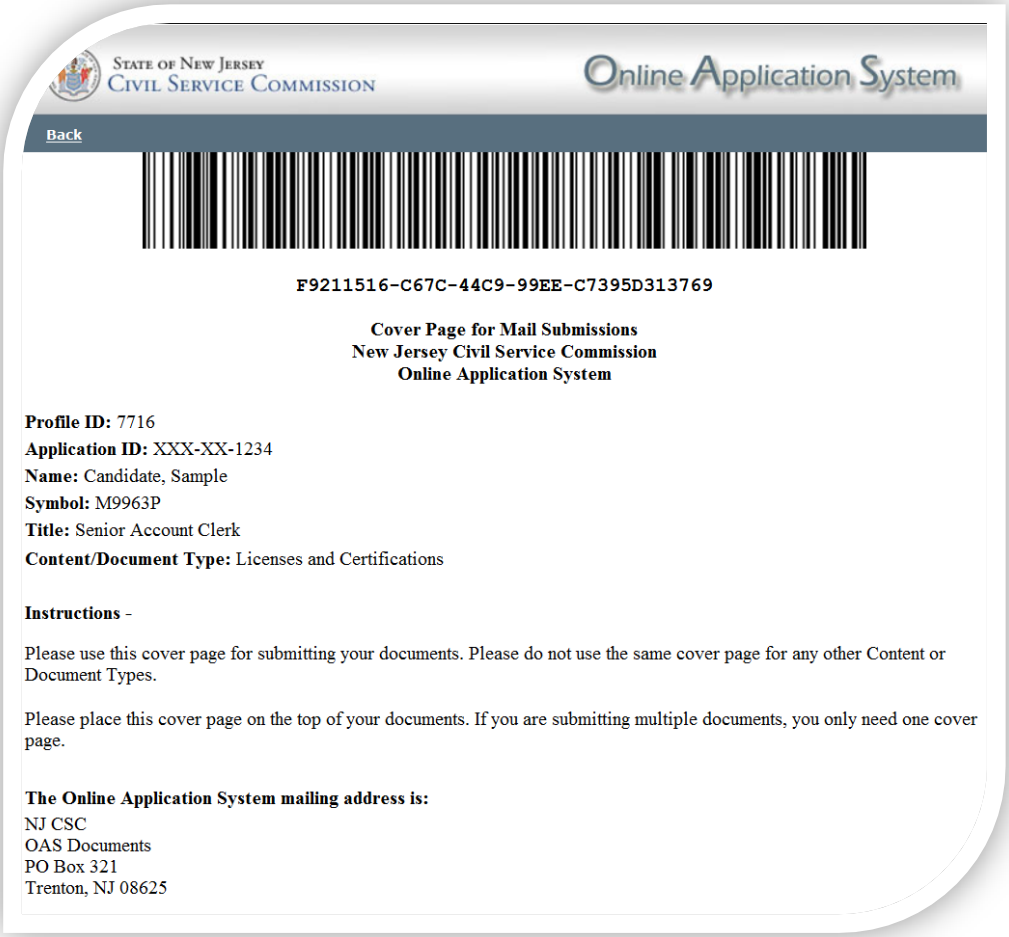
Mail Submissions

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



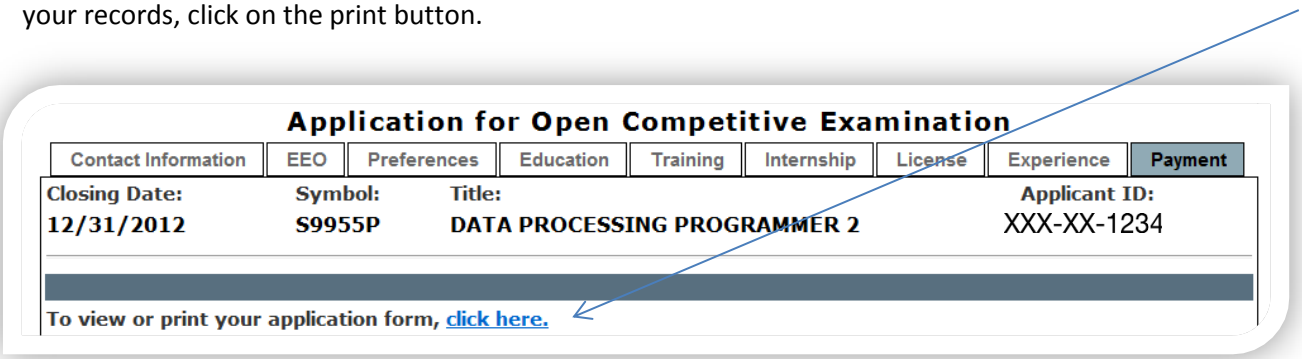
- This cover page must be printed and mailed with each document.

- 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.



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.



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.

Tip

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

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 (NJCSC) 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.

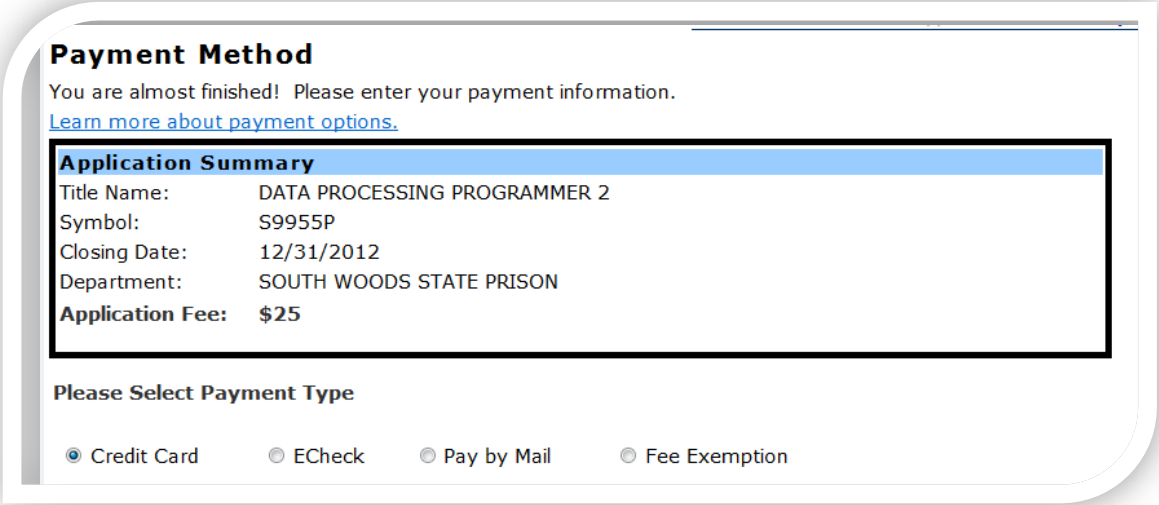
I understand that my application may be released to the Appointing Authority for the purpose of verifying information with regard to my qualifications.

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 NJCSC by the announcement closing date.

Yes No

Processing Fee

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



Payment Method

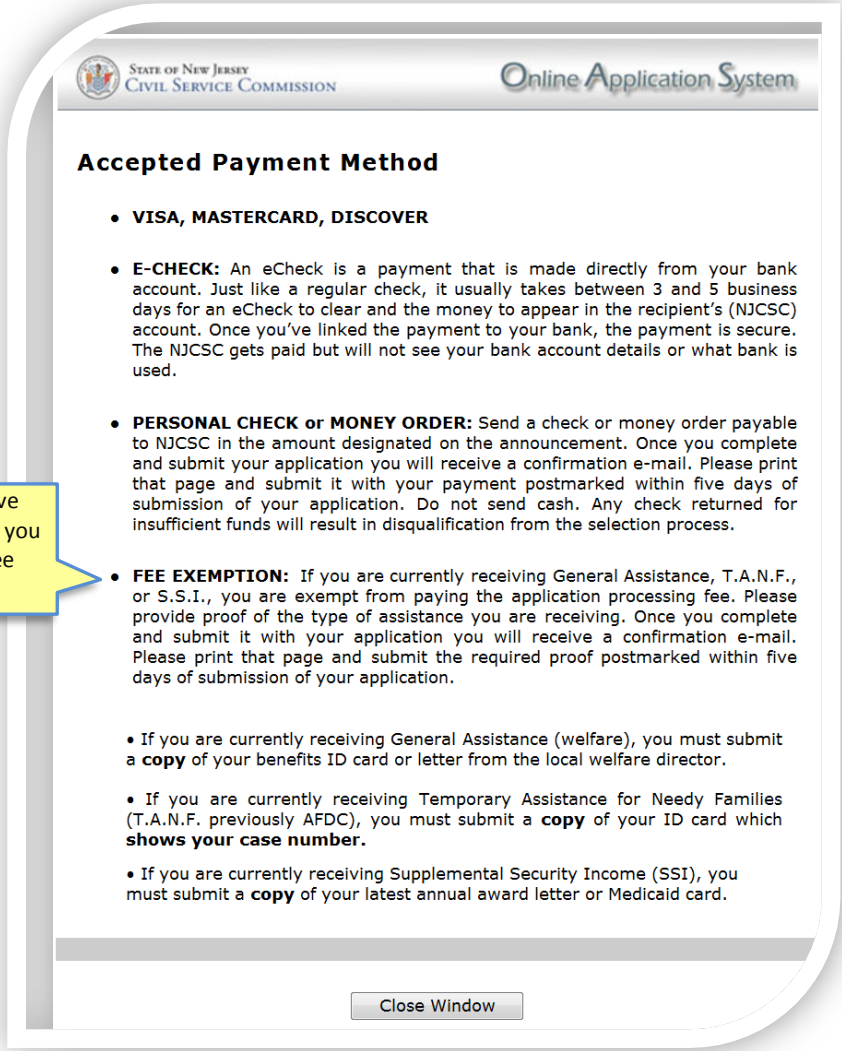
You are almost finished! Please enter your payment information.

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



State of New Jersey Civil Service Commission — Online Application System

Accepted Payment Method

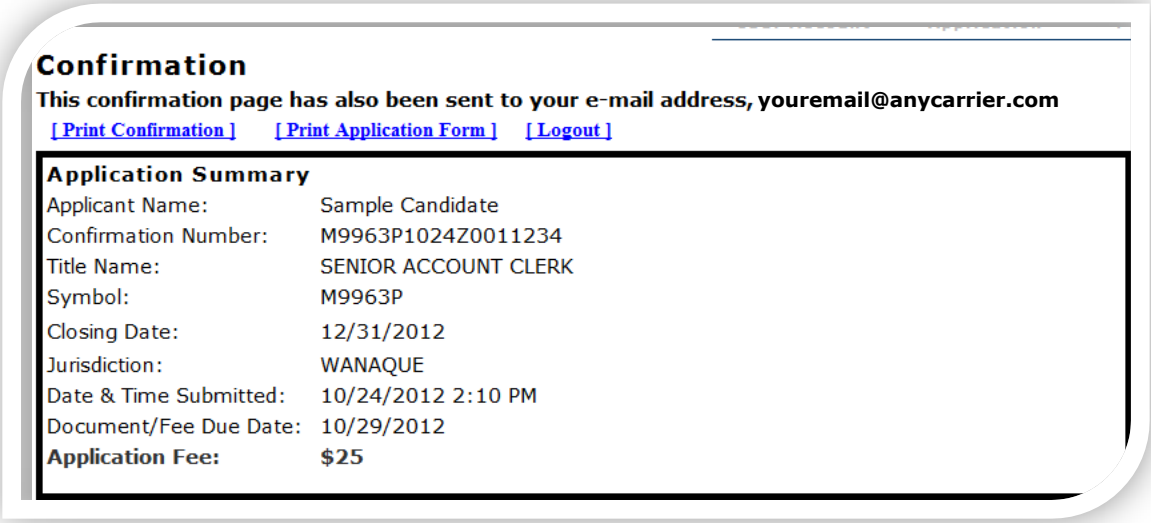
- **VISA, MASTERCARD, DISCOVER**
- **E-CHECK:** An eCheck is a payment that is made directly from your bank account. Just like a regular check, it usually takes between 3 and 5 business days for an eCheck to clear and the money to appear in the recipient's (NJCSC) account. Once you've linked the payment 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

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

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

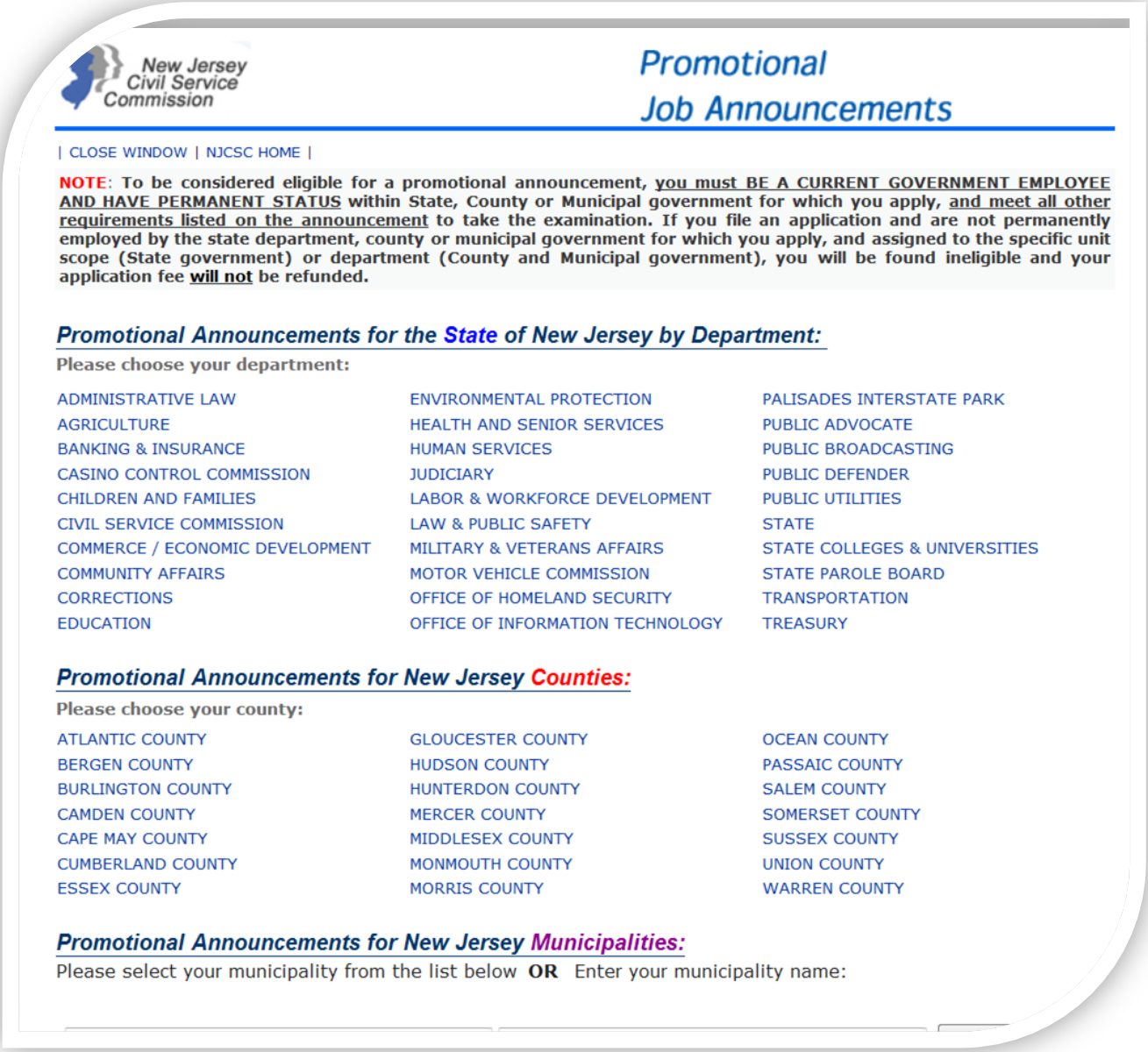
[Print Confirmation] [Print Application Form] [Logout]

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.



New Jersey Civil Service Commission

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:

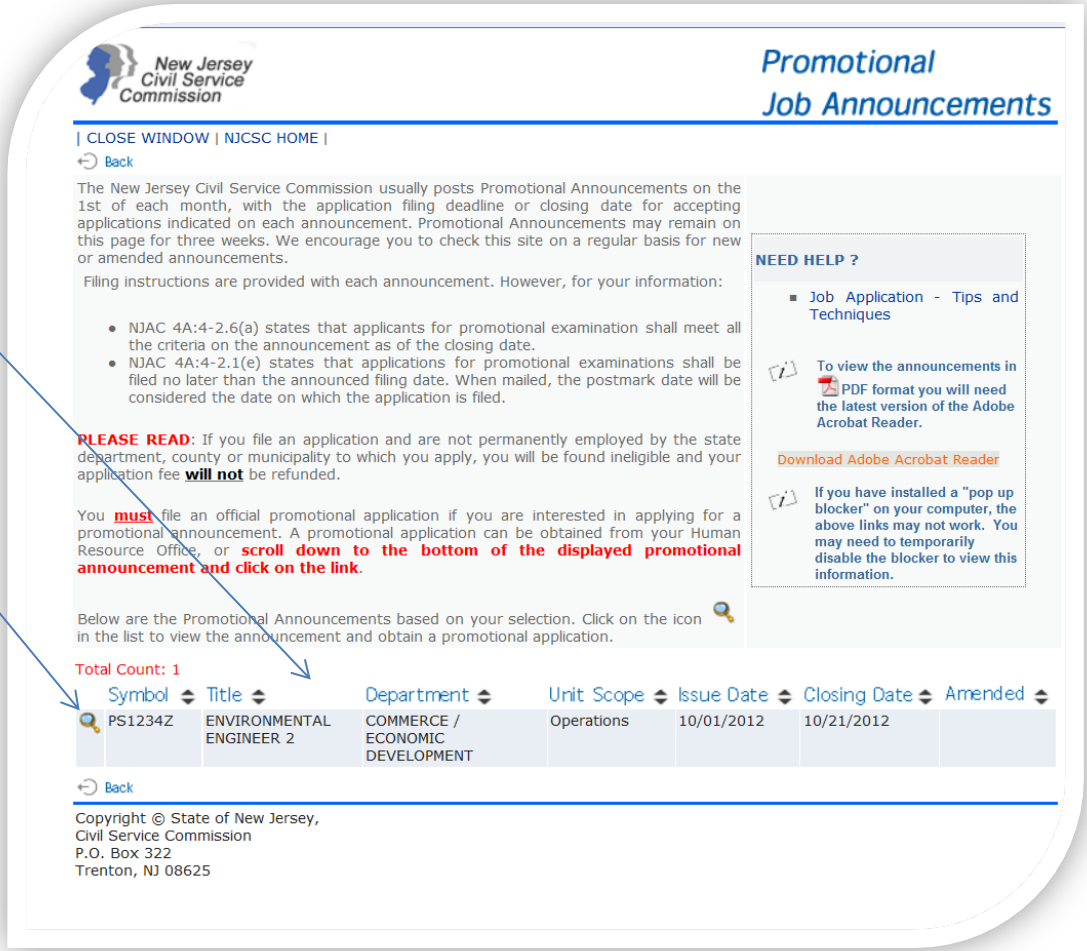
ATLANTIC COUNTY	GLOUCESTER COUNTY	OCEAN COUNTY
BERGEN COUNTY	HUDSON COUNTY	PASSAIC COUNTY
BURLINGTON COUNTY	HUNTERDON COUNTY	SALEM COUNTY
CAMDEN COUNTY	MERCER COUNTY	SOMERSET COUNTY
CAPE MAY COUNTY	MIDDLESEX COUNTY	SUSSEX COUNTY
CUMBERLAND COUNTY	MONMOUTH COUNTY	UNION COUNTY
ESSEX COUNTY	MORRIS COUNTY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

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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.

NEED HELP ?

- Job Application - Tips and Techniques

To view the announcements in PDF format you will need the latest version of the Adobe Acrobat Reader.

Download Adobe Acrobat Reader

If you have installed a "pop up blocker" on your computer, the above links may not work. You may need to temporarily disable the blocker to view this information.

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	

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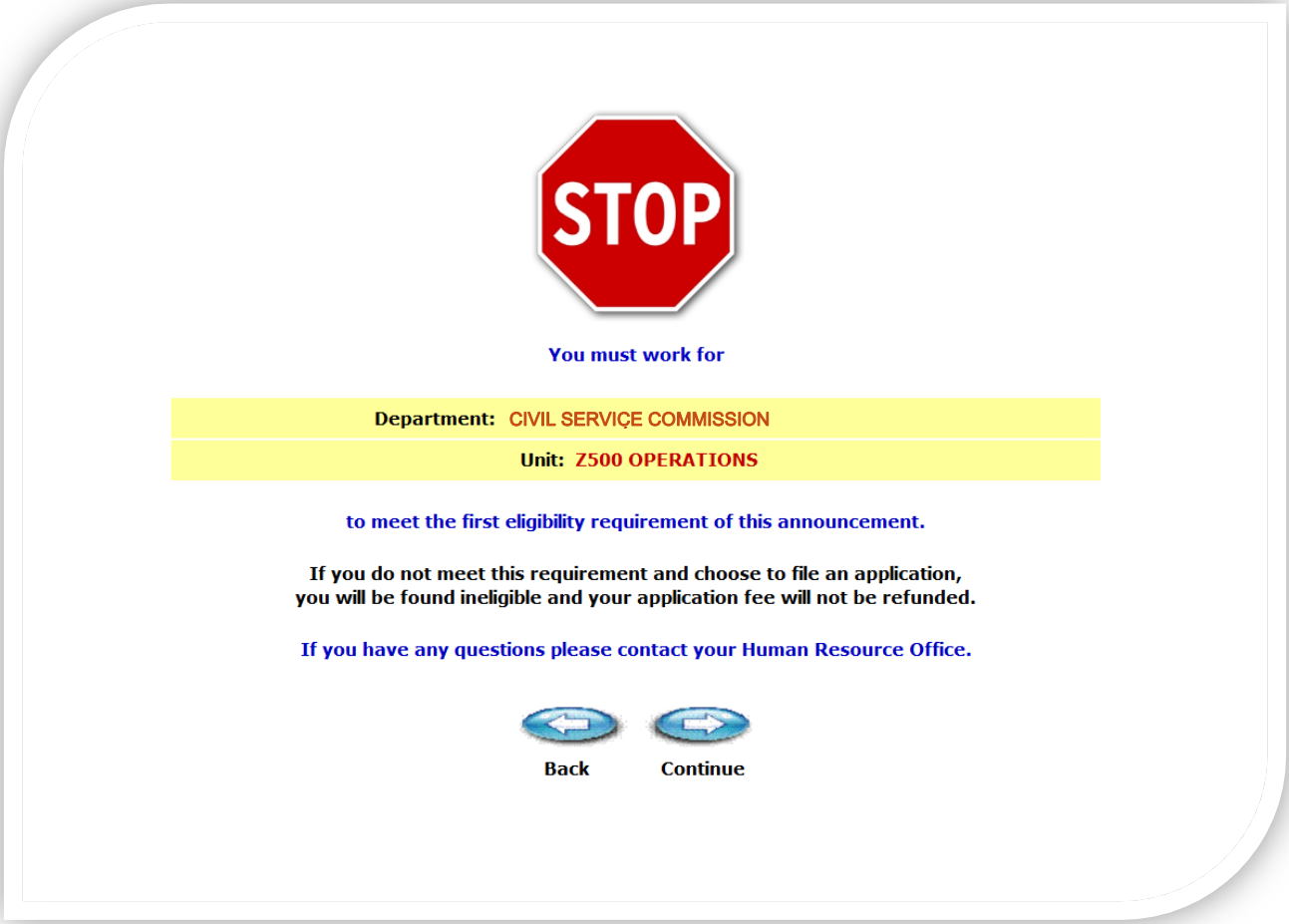
Civil Service Commission
P.O. Box 322
Trenton, NJ 08625

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



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

New Jersey Civil Service Commission

$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.

An abbreviated application is used for all uniform Public Safety (Police, Fire, Sheriff and Correction) promotional announcements. Specific information regarding education, experience, licenses/certifications, training or internships is not collected.