

Sample Examination Questions

You will be given **three (3) hours and fifteen (15) minutes** to complete the written examination which includes the time needed for the "Remembering Facts and Information" section (see below). The following questions are for illustration purposes only.

I. Remembering Facts and Information

You will be provided with a written description of an incident (story) and given five (5) minutes to read and study the story. At the end of the 5-minute period, the story will be removed and you will **not** have another opportunity to refer back to it. You will **not** be permitted to make **any** written notes about the story. There will be a 10-minute delay before you receive your test question booklet. You will then be asked a series of questions about the facts concerning the story.

Directions: Read the brief story below. Study it for five minutes. Then, turn the story over and wait for ten minutes before you answer the five questions on the following page. Try to remember as many details of the incident without making any written notes.

The Rockland County Supreme Court House is located on Main St. in New City, NY. There are two wings, a main lobby and three floors. There are five court parts, Parts A-E. Court Officer Sarah Johnson is one of the twelve officers assigned to this courthouse, along with one Sergeant and one Lieutenant. There are generally two officers in each part and two on patrol. Officer Johnson's hours are from 8:00 A.M. to 5:00 P.M. It is her 5th year as a Court Officer and her 2nd at that location. Her first assignment was in the Family Court Building in Kings County. She hopes to one day be reassigned to Orange County, which is closer to her home.

On Tuesday, February 11, 2014 Court Officer Johnson is on patrol in the first-floor hallway. At approximately 11:00 A.M., Sergeant Miles Anderson walks up to her and tells her that he needs her help in Part A, Judge William Parkinson's part. When Court Officer Johnson enters the courtroom, she sees two spectators engaged in an altercation. One man, Mr. Addison Blake, has his hands around the other man's throat and appears to be choking him. Sergeant Anderson grabs Mr. Blake from behind, while Officer Johnson takes charge of the other. Sergeant Anderson then places Mr. Blake under arrest. Officer Johnson asks the other spectator, Mr. Jack Wilson, if he needs any assistance and he refuses. The officer then gives Mr. Wilson a summons for disorderly conduct.

Sergeant Anderson takes Mr. Blake to a holding cell and returns to the courtroom. He thanks Officer Johnson for her help, commends her on her actions and instructs her to complete the appropriate paperwork. She completes the form, turns it in to the Lieutenant for review, and clocks out at 5:30 P.M.

Questions about the story on the next page

Remembering Facts and Information: The following questions numbered **1** through **5** refer to the material presented in the Memory Story. Choose the alternative that best answers the question.

1. What are Court Officer Johnson's hours?
 - A. 8:00 A.M. to 5:00 P.M.
 - B. 11:00 A.M. to 5:00 P.M.
 - C. 8:00 A.M. to 5:30 P.M.
 - D. 11:00 A.M. to 5:30 P.M.

2. In which county did the incident take place?
 - A. Kings
 - B. Orange
 - C. Rockland
 - D. New York

3. What is the name of the man who was being attacked?
 - A. Parkinson
 - B. Blake
 - C. Wilson
 - D. Anderson

4. How many court parts are there in this court?
 - A. Two
 - B. Four
 - C. Five
 - D. Twelve

5. Who took the man to the holding cell?
 - A. The Sergeant
 - B. Court Officer Johnson
 - C. The Lieutenant
 - D. Court Officer Miles

Solution

Answers can be found in the Memory Story. (1. A, 2. C, 3. C, 4. C, 5. A)

II. Reading, Understanding and Interpreting Written Material

This section of the written exam assesses your ability to read and understand written material. There are two ways or formats contained in the test which are used to measure your reading ability. You should familiarize yourself with each of the formats used in the test.

Format A

In this format, each question contains a brief reading selection followed by a question or questions pertaining to the information in the selection. All of the information required to answer the question(s) is provided, so even if the reading selection is on a topic with which you are not familiar, you will be able to answer the question(s) by reading the selection carefully. Remember, answer the questions based only on the information you read in the selection. **Do not** use any prior knowledge in that you may have on the subject in choosing your answers.

Directions: After reading the selection below, choose the alternative which best answers the question following the selection.

Court Officers may find it necessary from time to time to control crowds. A crowd is defined as a large number of persons in a temporarily congested area. Under normal circumstances, when a crowd is orderly, it does not violate any laws. In some cases, however, a crowd can become a mob. A mob loses its concerns for law and authority and can commit unlawful and disruptive acts. Mob behavior is highly emotional, unreasonable, and violence prone.

Based on the above passage, which of the following statements is most accurate?

- A. A crowd is a group of people who commit unlawful acts.
- B. The terms "crowd" and "mob" can be used interchangeably.
- C. A mob is a crowd of people who loses its concern for authority.
- D. An orderly mob will not violate any laws.

Correct answer: C. C is correct because the passage states that a crowd can become a mob, and a mob loses its concern for authority. A is incorrect because an orderly crowd does not violate any laws. B is incorrect because a crowd "can become" a mob, i.e., not all crowds are mobs. D is incorrect because there is no such thing as an orderly mob; a crowd can be orderly, but a mob is not.

II. Reading, Understanding and Interpreting Written Material (Continued)

Format B

In this format the test contains a short, written passage from which some words have been omitted. You need to select one word from the four alternatives that best completes the passage.

Directions: The passage below contains five numbered blanks. Read the passage once quickly to get the overall idea of the passage. Read it a second time, this time thinking of words that might fit in the blanks. Below the passage are listed sets of words numbered to match the blanks. Pick the word from each set which seems to make the most sense both in the sentence and the total paragraph.

Adoption records are not public. You have to get _____^① court order to open them after they are sealed _____^② the time of the adoption. Ask the Adoptions Clerk of the Surrogate's Court in the county where you _____^③ the adoption happened. Please be aware that requesting the unsealing of an adoption record is a _____^④ of case _____^⑤ the advice and other help of a lawyer may be needed for success.

Question 1

- A. that
- B. another
- C. this
- D. a

Question 2

- A. at
- B. for
- C. into
- D. behind

Question 3

- A. accept
- B. tell
- C. believe
- D. suggest

Question 4

- A. special
- B. kind
- C. reason
- D. offer

Question 5

- A. where
- B. what
- C. whether
- D. with

Solution to Question 1.

Answer D. Answer A is not correct because you would not normally say "that court order" unless the paragraph indicated that you were talking about a specific order. Answer B is not correct because "another court order" would suggest that you had already filed one, and there is no indication of that in the paragraph. Answer C is not correct because you would only say "this court order" if it had been referred to earlier in the paragraph. Answer D is correct because "a court order" fits the general paragraph as well as the specific sentence in which the blank appears.

Solutions 2-5

(2. A, 3. C, 4. B, 5. A)

III. Applying Facts and Information to Given Situations

This section of the written exam assesses your ability to take information which you have read and apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, procedure or law. The selection is followed by a description of a specific situation. Then a question is asked which requires you to apply the law, regulation, or procedure described in the paragraph to the specific situation. Remember that all of the information you need to answer the question is contained in the paragraph and in the description of the situation. You need to read and understand both before you attempt to answer the question.

Directions: Use the information preceding each question to answer the question. Only that information should be used in answering the questions. Do not use any prior knowledge you may have on the subject. Choose the alternative that best answers the question.

Policy:

"All Court Officers must report to duty at their station in uniform at 8:30 A.M. and must remain at their station until 5:00 P.M. or until a supervisor releases them for the day. These hours do not include time for changing into and out of uniform. Each officer is given an identity card which must be "swiped" through the time-keeping machine to register when the officer comes in and when he or she leaves. It is allowable to swipe in 5 minutes later than the tour begins or 10 minutes before the tour ends without penalty; however, the officer must not vacate his or her post until 5:00 P.M.

Situation:

Officer Robert Johnson reports to the courthouse where he is assigned at exactly 8:25 A.M., takes 10 minutes to change, swipes in at 8:35 A.M., then reports to his post. At the end of the day, he gets permission to swipe out at 4:50 P.M., then returns to his post, which he vacates at 5:00 P.M., goes to the locker room to change, and leaves the facility at 5:10 P.M.

Question. Based on the above policy and the situation described above, which one of the following statements regarding Officer Johnson's actions is correct?

- A. He would have been on time if he had swiped in before he changed.
- B. He swiped in at an appropriate time, but was still late for his post.
- C. Swiping out at 4:50 P.M. was inappropriate because his tour does not end until 5:00 P.M.
- D. He should have reported to his post as soon as he arrived, then changed into uniform.

Solution

Answer B. Answer A is wrong because the time he swiped in was appropriate. Answer C is wrong because swiping out ten minutes before the end of the tour is allowable. Answer D is wrong because if he had reported to his post on arrival, he would not have been in uniform, as the policy states. Answer B is the correct solution because swiping in five minutes after the beginning of the tour is allowable, but he is still expected to be at his post by 8:30 A.M.

IV. Clerical Checking

This section of the examination assesses your ability to determine whether different sets of words, numbers, names and codes are similar. No matter what the form of the item, you are required to scan the sets of information, identify where the sets differ, and use the directions to determine the correct answer.

Directions: Questions 1 & 2

The following two questions, numbered 1 and 2, consist of three sets of information. Compare the information in the three sets presented in each question. On your answer sheet, mark:

- Choice A: if all **three** sets are exactly alike
- Choice B: if only the **first** and **third** sets are exactly alike
- Choice C: if only the **first** and **second** sets are exactly alike
- Choice D: if **none** of the sets are exactly alike.

Question 1. (Note: In this format the information is on the same line in each set.)

564738292009	564738292009	564738282009
Criminal Court	Criminal Court	Criminal Court
Martin L. Abel	Martin L. Able	Martin L. Abel
Criminal Mischief	Criminal Mischief	Criminal Mischief

Solution - Question 1.

Answer D. All the sets are different. In the third set, the eighth digit is "8", but it is "9" in the other two sets. In the second set, the man's last name is spelled "Able", but it is spelled "Abel" in the other two sets. Therefore, the correct answer is D.

Question 2. (Note: In this format the information is not on the same line in each set.)

Cummings, Richard	<i>5480 Main St.</i>	White Plains, NY 10604
(914) 655-4590	Cummings, Richard	5480 Main St.
White Plains, NY 10604	<i>(914) 655-4590</i>	Cummings, Richard
5480 Main St.	<i>White Plains, NY 10604</i>	<i>(914) 655-4590</i>

Solution - Question 2.

Answer A. The information in each of these sets is the same, even though the order of the information is on different lines in each set.

V. Record Keeping

These questions will assess your ability to read, combine and manipulate written information organized from several different sources. On the following pages is a simplified version of the type of record keeping exercise that will be included in the written examination. The purpose of this example is to show you how a Record Keeping test might look so that you can be better prepared to answer the questions in this section of the written examination.

Directions: Answer the four questions based on the information contained in the following tables. Remember, all of the information needed to answer the questions correctly can be found in the tables. Complete the "Daily Breakdown of Cases" and "Summary of Cases" tables before you attempt to answer any of the questions.

Daily Log of Cases Thursday			
Judge	Date Filed	Status	Money Award
Abrams	11/08/07	Adjourned	X
Carter	11/15/07	Adjourned	X
Jones	02/12/09	Dismissed	X
Evans	03/27/08	Adjourned	X
Jones	08/23/07	Dismissed	X

Daily Log of Cases Friday			
Judge	Date Filed	Status	Money Award
D'Amico	07/13/07	Settled	X
Evans	05/09/08	Settled	\$11,400
Jones	01/06/09	Settled	\$15,444
Abrams	06/27/08	Dismissed	X
Evans	10/05/07	Defaulted	X
D'Amico	06/08/07	Adjourned	X
Abrams	07/18/08	Settled	\$760
Jones	09/26/08	Settled	X

Daily Breakdown of Cases (Thursday and Friday)			
CASE STATUS	Thursday	Friday	Total Cases
Dismissed	2	1	3
Adjourned			
Defaulted			
Settled-No Money Award			
Settled-Money Award			
Total Cases			
Cases Filed by Year			
2007	3	3	6
2008			
2009			
Total Cases			

Summary of Cases (Thursday and Friday)						
Judge	Status			Settled No Money Award	Settled Money Award	Total Cases
	Dismissed	Adjourned	Defaulted			
Abrams						
D'Amico						
Evans						
Carter						
Jones						

Question 1. What was the total number of adjourned cases on Thursday?

- A. 2
- B. 3
- C. 5
- D. 8

Solution: Answer B. You could have answered this question by counting up all the cases in Thursday's "Daily Log of Cases" that said "Adjourned" in the "Status" column. Alternatively, you could have looked in your completed "Daily Breakdown of Cases" table under "Thursday" and across from "Adjourned."

Continued on next page

Question 2. How many settled cases on Thursday and Friday, for which there was a monetary award, was the award less than \$5,000?

- A. 0
- B. 1
- C. 2
- D. 3

Solution: Answer B. To answer this question you need to refer directly to Friday's "Daily Log of Cases." Since money awards are only made for settled cases, you need to look only in the "Money Award" column and count the number of times an award of less than \$5,000 appears.

Question 3. How many cases before Judge Jones on Thursday and Friday were dismissed?

- A. 0
- B. 1
- C. 2
- D. 3

Solution: Answer C. The easiest way to answer this question is to refer to your completed "Summary of Cases" table which includes cases from Thursday and Friday. Look across the name from "Jones" and down the column marked "Dismissed."