



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

TITLE: COURT REVENUE ASSISTANT (JG-14)

EXAM NUMBER: 55-793

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **September 17, 2016**.

**DISTINGUISHING
FEATURES OF
WORK**

Under direct supervision of a Chief Clerk, Deputy Chief Clerk or other supervisory personnel, Court Revenue Assistants collect cash and perform fiscal tasks in which mathematical calculations are fundamental and may include accepting fees, fines, bail or other payments; disbursing funds including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files, providing information at public counters, and other related duties.

**LOCATION OF
POSITIONS**

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State. An open-competitive examination, Court Revenue Assistant (45-793), is being held in conjunction with this promotion examination. The promotion list will be used to make appointments before appointments are made from the list established from the open-competitive examination.

**APPLICATION
PROCESS**

Applications for this examination must be filed **ELECTRONICALLY no later than July 21, 2016**. To access the application go to: www.nycourts.gov/careers/. Applicants must have a working e-mail address to complete the application process and to receive Admission and Result Notices. An application is considered successfully filed upon immediate receipt of an Application ID Number. Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: UnifiedCourtSystemExam@nycourts.gov.

**ADMISSION
NOTICE**

Admission notices will be e-mailed to all applicants on or about September 7, 2016. If you have **not** received an admission notice by this date, contact the Office of Court Administration at (212) 428-2580 or e-mail CivilServiceAdmin@nycourts.gov (7) days prior to the examination date, September 17, 2016.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, candidates must have current permanent** competitive class status in the Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding), Senior Data Recording Assistant, Court Office Assistant, Court Office Assistant (Keyboarding), Office Clerical Assistant*, or Data Recording Assistant title by the examination date, September 17, 2016.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment, successful candidates must have, at the time of appointment, one (1) year of current permanent** competitive class service in the Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding), or Senior Data Recording Assistant title; **OR** two (2) years of permanent** competitive class service in the Court Office Assistant, Court Office Assistant (Keyboarding), Office Clerical Assistant*, or Data Recording Assistant title.

**Pursuant to Section 25.15(h) of the Rules of the Chief Judge, includes: (1) employees of the Unified Court System who are holding or who have held positions in the non-competitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with non-competitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

SUBJECT OF EXAMINATION

This is a multiple-choice, written examination and is designed to assess the following:

1. **Coding and Decoding Information** - These questions assess applicants' ability to use written sets of directions to code and decode information for court record keeping. Applicants will be presented with information in a table format that includes names and numbers and will be asked to use a set of coding rules to encode and decode information accurately. Applicants may be required to combine and reorganize the information to answer questions.
2. **Applying Facts and Information to Given Situations** - These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Court Revenue Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.
3. **Number Facility** - These questions assess applicants' ability to perform basic mathematical calculations* involving addition, subtraction, multiplication, division and percentages. Information will be presented in numerical or table format using forms typically found in the court setting.
4. **Reconciling Cash Balances** - These questions assess applicants' ability to work with various types of cash register summary reports. Questions will be based solely on the information contained in these reports.
5. **Basic Legal and Revenue Collection Terminology** - These questions assess applicants' knowledge of legal and revenue collection terminology and general court procedures that Court Revenue Assistants encounter in their daily work.
6. **Quality Service Orientation** - These questions assess applicants' ability to respond to situations that Court Revenue Assistants encounter when interacting with the public, court staff and other court users.

* **NOTE:** Only ***simple*** hand-held solar or battery-operated calculators **will** be permitted. Personal Digital Assistants (PDAs), tablets, calculators or other computing devices which allow the operator to input information other than numbers and/or have the appearance of a keyboard will **not be** allowed. Use of cell phones at the test site is **not** permitted.

INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. A working e-mail address is required to complete the application process and to receive Admission and Result Notices. An application is considered successfully filed upon immediate receipt of an Application ID Number.

SENIORITY CREDITS: Successful applicants will have seniority credits added to the final score based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on the examination. Seniority credits are computed up to the scheduled date of the examination.

VETERAN CREDITS: Disabled (5 points) and non-disabled (2.5 points) veterans who are eligible for extra credit will have the appropriate number of points added to the final rating if otherwise successful in the examination. Eligible veterans should claim the credits when they file the application. Further information regarding instructions for filing and eligibility is contained in the application. If veterans credits are granted, eligibles will have an option to waive them anytime prior to appointment.

VERIFICATION OF QUALIFICATIONS: The Office of Court Administration may refuse to examine an applicant, or after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the eligible list.

EXAMINATION RATINGS: Examination final ratings are reported on a scale of 100 with the passing mark set at 70. The passing raw score for the written examination will be determined at a date following the administration of the examination.

SPECIAL ARRANGEMENTS: Applicants who cannot be tested on a Saturday for religious reasons, must include this information on their application. All other requests for alternate test dates must be submitted at least one month prior to the examination date and will be reviewed on a case-by-case basis for compliance with the Alternate Test Date Guidelines of the Unified Court System. Applicants with disabilities who require special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) (212) 428-2781 prior to the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or anyone found taking a civil service examination for someone else, or enlisting another person to take an examination for another will be subject to disqualification from that examination and may be barred from future examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR CIVILSERVICEADMIN@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE SEPTEMBER 17, 2016.

The Unified Court System is an Equal Opportunity Employer.

ISSUE DATE: JUNE 9, 2016