



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

TITLE: NYS COURT OFFICER-LIEUTENANT (JG-22) EXAMINATION NUMBER: 55-785

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **March 21, 2015**.

**DISTINGUISHING
FEATURES OF
WORK**

Under direct supervision of a New York State Court Officer-Captain and other higher ranking court managers or security supervisors, New York State Court Officer-Lieutenants are responsible for supervising security operations and ensuring the overall security of courthouses, judges, court personnel, and the public. NYS Court Officer-Lieutenants provide training and direction to NYS Court Officer-Trainees and supervise NYS Court Officers and NYS Court Officer-Sergeants. NYS Court Officer-Lieutenants are peace officers, required to wear uniforms and may be authorized to carry firearms. They may execute bench warrants, make arrests and also perform administrative 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.

**APPLICATION
PROCESS**

Applications for this examination must be filed **ELECTRONICALLY no later than January 28, 2015**. 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 March 10, 2015. Contact the Office of Court Administration at (212) 428-2580 or e-mail CivilServiceAdmin@nycourts.gov (7) days prior to the examination date, March 21, 2015, if an Admission Notice has not been received.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must, by the date of the examination, March 21, 2015, be an active employee and hold a permanent appointment in one of the following titles: NYS Court Officer-Sergeant (JG-19), NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-19), Associate Court Security Officer (JG-22), Security Application Verification Officer (JG-20), or Senior Security Application Verification Officer (JG-22).

MINIMUM QUALIFICATIONS FOR APPOINTMENT Successful candidates must, at the time of appointment, hold one (1) year of permanent service in one of the following titles: NYS Court Officer-Sergeant (JG-19), NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-19), Associate Court Security Officer (JG-22), Security Application Verification Officer (JG-20), or Senior Security Application Verification Officer (JG-22).

EXAMINATION This examination is a multiple-choice written test.

Operational Knowledge

These questions assess applicants' knowledge and application of the laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a NYS Court Officer-Lieutenant, including, but may not be limited to, the following areas: Arrests, Building Evacuation Procedures, Emergency Preparedness Planning, Equipment Regulations, Work Responsibilities of NYS Court Officers and Sergeants, Handling of Prisoners, Handling of Evidence and Contraband, Incident Command System (ICS), Jury Supervision, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, and the Use of Force.

Sources for these questions include, but may not be limited to, the Court Officers Rules and Procedures Manual, NYS Criminal Procedure Law, NYS Penal Law, NYS Court Officer and NYS Court Officer-Sergeant training materials, and FEMA's Independent Study Program course-work materials: ICS-100, ICS-200 and IS-700 (NIMS).

Written Communication

Format A: These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. Applicants are presented with several sentences and must effectively organize them in a coherent and logical order.

Format B: These questions assess applicants' ability to apply the rules of English grammar, usage, punctuation, sentence structure, and spelling. Applicants are required to proofread short written selections/paragraphs and identify errors in grammar, usage, punctuation, sentence structure, and/or spelling.

Format C: These questions assess applicants' ability to review reports and forms commonly encountered by NYS Court Officer-Lieutenants in the course of their general duties and responsibilities for accuracy, completeness, and clarity.

Scheduling and Organizing Information

These questions assess applicants' ability to schedule and coordinate the assignment of court security personnel. Applicants are presented with information regarding the duties and responsibilities of a NYS Court Officer-Lieutenant in a fictitious court with a specific set of policies, rules and procedures for handling prisoners and assigning officers to posts and assignments. By using the information presented, applicants are required to schedule and assign officers to posts in multiple court parts, to schedule officers for training, and to make decisions regarding the handling of prisoners.

Supervision

These questions assess applicants' ability to effectively supervise court operations and to resolve problem situations likely to be encountered on the job by a NYS Court Officer-Lieutenant. Applicants are presented with workplace situations and are then asked to evaluate potential responses to the situation based upon the information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, delegating work assignments, problem solving, evaluating work performance, interacting with the public, effective communication with others, staffing, security operations, and employee counseling on work-related issues.

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. Separate applications must be submitted if an applicant is applying to more than one examination. 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 MARCH 21, 2015.

The Unified Court System is an Equal Opportunity Employer.