



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

**TITLE: SENIOR COURT OFFICE ASSISTANT      EXAMINATION NUMBER: 45-783**

**(Amended 3/26/14)**

*An examination for the title of Court Office Assistant (#45-782) will also be held on the same date. The examinations for Court Office Assistant and Senior Court Office Assistant have been designed to allow candidates to participate in both examinations on the same day in a single testing administration session. Candidates may apply for both examinations by filing separate applications and paying the required application fee with each filing.*

**STARTING  
SALARY**

The title of Senior Court Office Assistant is graded at JG-12. As of the date of this announcement, the statewide hiring rate is \$35,434. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties will receive \$1,848 in annual location pay.

**APPLICATION**

A \$30 **NON-REFUNDABLE** application fee is being charged to file for this examination. **Application and fee must be ELECTRONICALLY filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/)** . An e-mail address and credit card or reloadable debit card are required for successful filing.

**DISTINGUISHING  
FEATURES OF  
WORK**

Senior Court Office Assistants use an understanding of administrative and legal requirements, policies, and procedures, to work with a limited degree of independence on a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants may work at public counters as information clerks, may perform incidental keyboarding of information, may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and may perform other related duties. Senior Court Office Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

**MINIMUM  
QUALIFICATIONS**

To be eligible for appointment, candidates **must** have two(2) year of full-time clerical experience\* and a High School diploma or its educational equivalent prior to the establishment of the eligible list. Thirty (30) college level credits may be substituted for each year of work experience.

\*Clerical experience includes: filing materials; sorting mail; unpacking supplies; operating office machinery; recording and or copying written numerical material; communicating directions and information orally to staff; processing documents; receiving/unpacking goods, supplies and/or materials; reviewing and correcting typed materials to ensure correct spelling, punctuation and proper format; operating office machinery, reviewing documents and forms in accordance with written rules and policies; checking documents and forms to determine whether required information is present and accurate; filing, retrieving, and sorting paper and folders according to an established alphabetical, chronological, numerical or functional filing system; responding to telephone or written questions; taking messages; performing incidental typing; answering telephone, etc.

<b>RESIDENCY</b>	New York State residency is <b>not</b> a requirement to compete in this examination or for appointment from the eligible list.
<b>ELIGIBLE LIST AND LOCATION OF POSITIONS</b>	The eligible list established as a result of this examination will be used to fill appropriate positions in the Unified Court System throughout New York State. A promotional examination, <i>Senior Court Office Assistant (55-783)</i> , is being held in conjunction with this open-competitive exam. The promotional list will be used to make appointments before the open-competitive list.
<b>BENEFITS</b>	Court employees are eligible to participate in the New York State Health Insurance Plan and the New York State Employee's Retirement System. In addition, full-time employees earn 20 paid vacation days and 12 paid holidays.

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**Examination is scheduled to be held May 31, 2014**

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**Applications must be ELECTRONICALLY filed no later than April 9, 2014**

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**SUBJECT OF EXAMINATION:** The written examination will consist of multiple-choice questions and will assess the following:

1. **Clerical Checking**  
These questions assess candidates' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. There are three sets of information which may appear in different fonts. Candidates will be asked to compare the information in the three sets and identify whether the sets differ. Candidates must use the directions provided to determine the correct answer.
2. **Court Record Keeping**  
These questions assess candidates' ability to read, combine, and manipulate written information organized from several sources. Candidates will be presented with different types of tables, which contain names, numbers, codes and other information, and must combine and reorganize the information to answer specific questions.
3. **Reading, Understanding and Interpreting Written Material**  
These questions assess candidates' ability to understand brief written passages. Candidates will be provided with short written passages from which words or phrases have been removed. Candidates will be required to select from four alternatives the word or phrase that logically completes the sentence within the passage when inserted for the missing word or phrase.
4. **Filing**  
These questions assess candidates' ability to arrange information into files according to categories specified by the directions in alphabetical, numerical and chronological order. Questions are based on the completed files.
5. **Number Facility**  
These questions assess candidates' ability to perform basic calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators will not be permitted at the test center.
6. **Preparing Written Material**  
**Format A:** These questions assess candidates' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Candidates will be presented with several sentences and must select the sequence that effectively organizes the sentences in a coherent and logical manner.

**Format B:** These questions assess candidates' ability to apply rules of English grammar, usage, punctuation and sentence structure. Candidates will be presented with a series of sentences and must select the sentence that is most correct in accordance with standard English grammar, usage, punctuation and sentence structure.

7. **Applying Facts and Information to Given Situations** - These questions assess candidates' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy or procedure similar to what a Senior Court Office Assistant may encounter on the job. All of the information needed to answer the questions is contained in the paragraph and in the description of the situation.

**ISSUE DATE: February 13, 2014**

## INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An email address and credit or reloadable debit card are required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon the applicant's receipt of an examination application ID number at the time of submission.

**FILING FEE:** A \$30 **non-refundable** filing fee is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded.

Employees of the Unified Court System are not required to submit a filing fee.

Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERAN CREDITS:** Disabled (10 points) and non-disabled (5 points) veterans who are eligible for extra credit will have the appropriate number of credits 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 veteran 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 an applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the resultant 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 will be determined at a date following the administration of the examination.

**SPECIAL ARRANGEMENTS:** Candidates who, for religious reasons, cannot be tested on a Saturday must indicate 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 reasonable accommodations should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 prior to the close of filing period for the examination.

**WARNING:** Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate 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.

**CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR  
CIVILSERVICEADMIN@NYCOURTS.GOV IF THE ADMISSION NOTICE HAS NOT BEEN RECEIVED SEVEN (7)  
DAYS PRIOR TO THE EXAMINATION DATE  
(May 31, 2014)**

*The Unified Court System is an Equal Opportunity Employer. M/F.*