

CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM



THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION For Qualified Employees of the Unified Court System

TITLE: SENIOR COURT OFFICE ASSISTANT EXAMINATION NUMBER: 55-783
(Amended 3/26/14)

**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 receive \$1,848 in annual location pay.

APPLICATION

**Applications must be ELECTRONICALLY filed at www.nycourts.gov/careers/.
An email address is 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 COMPETE**

To be eligible to compete in this examination candidates **must** by the date of the examination, May 31, 2014, have permanent** competitive class status as a Court Office Assistant, Court Office Assistant (Keyboarding), Data Recording Assistant, or one (1) year as an Office Clerical Assistant*.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

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

**ELIGIBLE LIST
AND LOCATION
OF POSITIONS**

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. An open-competitive examination, *Senior Court Office Assistant (45-783)*, is being held in conjunction with this promotional exam. The promotional list will be used to make appointments before the open-competitive list.

**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).

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

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

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 PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. An email address is 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 application ID number at the time of submission.

SENIORITY CREDITS: Successful candidates will have additional seniority credits added to the final rating, 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 from the scheduled date of the examination.

VETERANS 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 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 for the written examination 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 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 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 THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (MAY 31, 2014)

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