



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

**TITLE: SENIOR SURROGATE'S COURT CLERK (JG-21)      EXAM NUMBER: 55-795**

### EXAMINATION DATE

This examination will be administered throughout New York State on **November 5, 2016**.

### DISTINGUISHING FEATURES OF WORK

Senior Surrogate's Court Clerks work in Surrogate's Courts in New York City and the Ninth and Tenth Judicial Districts where they perform specialized duties relating to Probate, administration, accounting, and other functional areas. Senior Surrogate's Court Clerks accept petitions and other court documents and review them for accuracy, completeness and sufficiency; may serve as assistant to the head of a department; may supervise a functional unit staffed by Court Assistants, court security and other subordinate personnel; may serve as part clerk; and perform other related duties as assigned.

### LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System in New York City, and Judicial Districts 9 and 10.

### APPLICATION PROCESS

Applications for this examination must be filed **ELECTRONICALLY no later than September 22, 2016**. To access the application go to: [www.nycourts.gov/careers/](http://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](mailto:UnifiedCourtSystemExam@nycourts.gov).

### ADMISSION NOTICE

Admission notices will be e-mailed to all applicants on or about October 25, 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](mailto:CivilServiceAdmin@nycourts.gov) (7) days prior to the examination date, November 5, 2016.

### MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, candidates must have current permanent\* competitive class status in any competitive title in the Unified Court System by the examination date, November 5, 2016.

### MINIMUM QUALIFICATIONS FOR APPOINTMENT

Successful candidates must have two (2) years of current permanent\* competitive class service in the Unified Court System to be eligible for appointment.

\*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 designed to assess the following:

**I. Knowledge of Surrogate's Court Procedures and Legal Terminology:**

These questions assess applicants' knowledge of Surrogate's Court Procedures in effect in the New York State Unified Court System as of March 1, 2016, in the following areas:

- a. The Surrogate's Court Procedure Act, including but not limited to Articles 1, 2, 3, 4, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17A, 18, 20, 21, 22, 23, 24, and 25; and articles of Civil Practice Law and Rules referred to therein.
- b. Estates, Powers and Trusts Law, including but not limited to Articles 1, 2, 3, 4, 5 and 7.
- c. Uniform Rules for the New York State Trial Courts (22 N.Y.C.R.R.), Part 207 (Surrogate's Court).

**II. Organizing and Interpreting Written Material:**

This section assesses applicants' ability to organize and understand written material using the following two formats:

**Format A:** Applicants will be presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

**Format B:** Applicants will be presented with brief reading selections followed by questions that require the interpretation and/or application of the information presented in the reading selections to given situations. All of the information required to answer the questions will be provided in the selections. Applicants will not be required to have any prior knowledge relating to the content areas covered in the selections.

ISSUE DATE: JULY 28, 2016

## INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://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](mailto:CIVILSERVICEADMIN@NYCOURTS.GOV) IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE NOVEMBER 5, 2016.**

**The Unified Court System is an Equal Opportunity Employer.**