



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: DATA RECORDING ASSISTANT EXAMINATION NUMBER: 45-780

**STARTING
SALARY**

Data Recording Assistant is graded at JG-8. Effective April 1, 2010, the hiring rate is \$28,234. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties also receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive \$1,848 in annual location pay.

**APPLICATION
FEE**

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/ . Paper applications will not be accepted.** An e-mail address and credit card or reloadable debit card are required for successful filing.

**ELIGIBLE LISTS
AND LOCATION OF
POSITIONS**

Positions for the Data Recording Assistant title are currently located only in New York City, Nassau and Suffolk Counties. Therefore, this examination will be held exclusively in New York City and Long Island.

**DISTINGUISHING
FEATURES OF
WORK**

Data Recording Assistants work under close supervision entering information into an electronic record system, computerized database, or other automated file using a computer terminal, a desktop computer or other data entry device. The information entered may be taken from pre-coded worksheets or directly from calendars, case folders, court orders or other sources. Data Recording Assistants may be required to interpret source documents to determine the appropriate data to be electronically recorded and to seek the assistance of a supervisor or the originator of the source document if information is unclear or is contradictory. Speed and accuracy are essential. Data Recording Assistants also perform other related duties.

**MINIMUM
QUALIFICATIONS**

To be eligible to compete in this examination, candidates must have, by the date of the examination, October 5, 2013, a High School diploma or its equivalent.

RESIDENCY

New York State residency is **not** a requirement to compete in this examination or for appointment from the eligible list.

**Examination is scheduled to
be held October 5, 2013**

**Applications must be
ELECTRONICALLY filed no
later than August 14, 2013**

BENEFITS

Court employees receive 20 days of paid vacation during their first year of service in addition to 12 paid holidays. They also accrue 13 days of paid annual sick leave. Participation in medical, dental, life insurance and retirement plans is offered.

SUBJECT OF EXAMINATION

This exam will be a performance test which consists of timed segments involving entry of numeric, alphabetic and alpha-numeric data. At the time of the exam, short practice periods will be provided to allow candidates the opportunity to become more familiar with the keyboard and the format of the test material. A candidate's final score and ranking will be based on a combination of keystroke rate (speed) and error rate (accuracy).

Equipment-The keyboarding test will be administered on personal computers, which will be available at all test sites.

ISSUE DATE: JULY 11, 2013

INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications and money orders for examinations. Applications must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/exams/shtml. 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 payment of the filing fee and the applicant's immediate receipt of an examination application ID number.

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 copying, possessing or disclosing test questions or answers from civil service examinations, or providing test information to, or receiving test information from another candidate during the examination, or anyone found taking a civil service examination for someone else or enlisting another person to take an examination for another or oneself will be subject to disqualification from that examination, may be barred from taking any future examinations with the NYS 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 IF THE ADMISSION NOTICE HAS NOT BEEN RECEIVED SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (October 5, 2013)

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

