



## **CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM**

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### **THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION FOR QUALIFIED EMPLOYEES OF THE UNIFIED COURT SYSTEM**

**TITLE: NYS COURT OFFICER-SERGEANT**

**EXAMINATION NUMBER: 55-781**

**STARTING  
SALARY**

The title of NYS Court Officer-Sergeant is graded at JG-19. Effective April 1, 2010, the hiring rate is \$52,524. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland County receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive \$1,848 in annual location pay.

**APPLICATION**

Applications must be **ELECTRONICALLY** filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). Paper applications will not be accepted. An email address is required for successful filing.

**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.

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

To be eligible to compete in this examination, candidates **must**, by the date of the examination, December 14, 2013, have current permanent competitive class status\* in the New York State Court Officer or Senior Court Officer\* title.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, successful candidates must have, at the time of appointment, one (1) year of permanent competitive class service\* in the New York State Court Officer or Senior Court Officer\* title.

\*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 noncompetitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with noncompetitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

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**Examination is scheduled to be  
held December 14, 2013**

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**Applications must be electronically  
filed no later than October 24, 2013**

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**DISTINGUISHING  
FEATURES OF  
WORK**

Under the direct supervision of a New York State Court Officer-Lieutenant, or other security supervisory personnel, New York State Court Officer-Sergeants are assigned to all trial courts and court agencies where they maintain order and provide security in courtrooms, court buildings, and grounds, and coordinate the activities of court security personnel in the area to which they are assigned. When assigned to a courtroom, NYS Court Officer-Sergeants are responsible to the presiding judge and function as the courtroom security supervisor. NYS Court Officer-Sergeants are responsible for on-the-job training of NYS Court Officer-Trainees. NYS Court Officer-Sergeants are responsible for the evaluation of NYS Court Officer-Trainees and NYS Court Officers. NYS Court Officer-Sergeants are peace officers, required to wear uniforms and may be authorized to carry firearms. They execute bench warrants, make arrests and also perform administrative and other related duties.

**SUBJECT OF  
EXAMINATION**

This written examination is comprised of multiple-choice questions and is designed to assess the following areas:

**I. Operational Knowledge**

Knowledge and application of laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a New York State Court Officer-Sergeant, including, but not necessarily limited to, the areas shown below:

Arrests, Emergency Responses, Equipment & Uniform Regulations, General Responsibilities of a Court Officer, Handling of Evidence and Contraband, Handling of Prisoners, Incident Command System (ICS), Jury Supervision, Radio Communication 10-codes, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, Use of Force.

Sources for these questions are the Court Officers Rules and Procedures Manual, the Criminal Procedure Law, the Penal Law, and Court Officer training.

**II. Preparing Written Material**

Ability to present information clearly and accurately and to organize written information in a comprehensive manner. **Format A:** Candidates are presented with several statements that may be included in a report. They must select the option that includes the essential information and organizes those statements in a clear, logical order. **Format B:** Candidates are required to choose the option that most clearly, accurately and completely contains the most appropriate/essential statements for the "Details" section of a report.

**III. Supervision**

Ability to effectively organize, coordinate and supervise security operations, and resolve problem situations likely to be encountered on the job by a first-line supervisor. Candidates are presented with workplace situations and are asked to evaluate potential responses to the situation based upon information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, handling work assignments, problem-solving, evaluating work performance, dealing with the public and communicating effectively with others.

**ISSUE DATE: September 12, 2013**

## **INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY**

**APPLICATION:** The Office of Court Administration no longer accepts paper applications for examinations. Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An email address is required for successful submission. Separate applications must be submitted if a candidate is applying to more than one examination. An application is considered successfully filed upon candidate's receipt of an examination application ID number at time of application 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 to passing results for each five year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service. 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 a candidate, or after examination, to include a candidate on the eligible list, or may remove or restrict from the eligible list any candidate 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. Candidates 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 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (**December 14, 2013**).

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