



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

**TITLE: SUPERVISING COURT OFFICE ASSISTANT**

**EXAMINATION NUMBER: 55-763**

**STARTING  
SALARY**

Supervising Court Office Assistant is graded at JG-16. Effective April 1, 2010, the hiring rate is \$44,504. 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 Counties receive \$1,848 in annual location pay.

**APPLICATION**

**APPLICATION MUST BE ELECTRONICALLY FILED AT INTERNET ADDRESS <https://iapps.courts.state.ny.us/OC/>. Paper applications will not be accepted for filing.** An email address is required for successful filing.

**ELIGIBLE LIST  
AND LOCATION  
OF POSITIONS**

The eligible list resulting from this examination will be used to fill 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 examination date, October 23, 2010, have current permanent\*\* competitive class status in any of the titles:

|                                     |   |
|-------------------------------------|---|
| Administrative Services Clerk       | Office Clerical Assistant*                  |
| Court Office Assistant              | Principal Office Stenographer*              |
| Court Office Assistant(Keyboarding) | Senior Court Office Assistant               |
| Court Revenue Assistant             | Senior Court Office Assistant (Keyboarding) |
| Data Entry Supervisor*              | Senior Data Entry Clerk*                    |
| Data Recording Assistant            | Senior Data Recording Assistant             |
| Law Stenographer                    |   |

\*\*Under 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  
October 23, 2010**

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**Applications must be  
ELECTRONICALLY submitted no later  
than July 13, 2010**

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**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 titles of Administrative Services Clerk, Court Revenue Assistant, Data Entry Supervisor\*, Law Stenographer, Principal Office Stenographer\*, Senior Data Recording Assistant, Senior Court Office Assistant or Senior Court Office Assistant (Keyboarding).

or

Two (2) years of permanent\*, competitive class service in the titles of Court Office Assistant, Court Office Assistant (Keyboarding), Data Recording Assistant, Office Clerical Assistant\*, or Senior Data Entry Clerk\*.

**DISTINGUISHING  
FEATURES  
OF WORK**

Supervising Court Office Assistants are unit supervisors of a clerical or processing unit staffed by three or more subordinate personnel, or are assistant supervisors within a large unit supervised by higher level personnel. Supervising Court Office Assistants work with a substantial degree of independence on a variety of office clerical and administrative tasks. Supervising Court Office Assistants may perform incidental keyboarding of information, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, or as supervisors of central jury rooms, and perform other related duties. Supervising Court Office Assistants are located in courts of every jurisdiction, Country Clerks' and Commissioners of Jurors' Offices, law libraries, administrative offices, and auxiliary agencies in the Unified Court System.

**SUBJECT OF  
EXAMINATION**

This written examination will be multiple-choice and will assess the following:

**1. 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. They are required to select from four alternatives the word or phrase that most appropriately completes the sentence when inserted for the missing word or phrase.

**2. APPLYING FACTS AND INFORMATION TO GIVEN SITUATIONS**

These questions assess candidates' ability to take information which they have read 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, procedure or law similar to what a Supervising Court Assistant may encounter on the job. The selection is followed by a description of a specific situation. Then a question is asked which requires candidates to apply the regulation, policy, procedure or law described in the paragraph to the specific situation. All of the information needed to answer the question will be contained in the paragraph and in the description of the situation.

**3. 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.

**4. 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 effectively organize them in a coherent and logical order.

**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 best conforms to standard English grammar, usage, punctuation, and sentence structure.

**5. LEGAL TERMINOLOGY**

These questions assess candidates' knowledge of basic legal terminology that Supervising Court Office Assistants encounter in their daily work.

**6. SUPERVISION AND OFFICE MANAGEMENT**

These questions assess candidates' supervisory and office management skills to direct activities of a clerical operations unit in such areas as: organizing and planning work assignments, orienting and training employees, communicating in an office setting, performance evaluation, dealing with the public and resolving problem situations faced by a supervisor. Candidates will be presented with workplace situational incidents and will then be asked to evaluate potential responses to the situation based upon the information provided and their knowledge of supervision and office management.

**Court Assistant Examination 45-762 will be held the same date and time as this examination. Candidates must submit separate applications if they wish to compete in both examinations.**

**ISSUE DATE:                      June 1, 2010**

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

**APPLICATION:** The Office of Court Administration no longer accepts paper applications for promotional examinations. The application (UCS-20) must be submitted electronically via the internet. The application internet address is <https://iapps.courts.state.ny.us/OC/>. The applicant's email address is required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination.

**SENIORITY CREDITS:** Successful candidates will have additional seniority credits added to their final rating, based upon their length of continuous permanent service in the Unified Court System.

**VETERANS CREDITS:** Disabled and non-disabled veterans who are eligible for extra credit will have 5 and 2 ½ points, respectively added to their scores, if they are otherwise successful in the examination. **Eligible veterans should claim those credits when they file their applications.** Further information regarding instructions for filing and eligibility are 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 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 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 reasonable accommodations should contact the Coordinator of Special Accommodations at (212) 428-2580 by 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 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 being disqualified from that examination and may be barred from taking any further examination 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 THE ADMISSION NOTICE HAS NOT BEEN RECEIVED SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (OCTOBER 23, 2010)**

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