



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 SURROGATE'S COURT CLERK

EXAM NUMBER: 55-765

**STARTING
SALARY**

The title of Surrogate's Court Clerk is graded at JG-18. The current hiring rate is \$49,777. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland Counties 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 www.nycourts.gov/careers/. 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 established as a result of this examination will be used to fill appropriate positions in the Unified Court System throughout New York State. At present, the Surrogate's Court Clerk title exists throughout most of New York State, with the exception of New York City, the Ninth and Tenth Judicial Districts.

**MINIMUM
QUALIFICATIONS**

To be eligible to compete in this examination, candidates must, by the examination date, March 12, 2011, have current permanent* competitive class status in any competitive title in the Unified Court System.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, two years of current permanent* competitive class service in any competitive title in the Unified Court System.

*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).

**DISTINGUISHING
FEATURES OF
WORK**

Surrogate's Court Clerks work in Surrogate's Courts in counties with populations exceeding 400,000, where they perform duties relating to probate, administration, accounting, and other functional areas. Surrogate's Court Clerks accept and review petitions and other legal documents for accuracy, completeness and sufficiency; Supervise Court Assistants and other office clerical personnel engaged in processing Surrogate's Court papers; may serve as part clerk; and perform other related duties as assigned.

**Examination is scheduled
to be held March 12, 2011**

**Applications must be electronically
submitted no later than December 17, 2010.**

SUBJECT OF EXAMINATION

The written examination will be multiple-choice and is designed to assess the following:

- I. Knowledge of Court Procedures and Legal Terminology:**
- 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, 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, and 5.
 - c. Uniform Rules for the New York State Trial Courts (22 N.Y.C.R.R), Part 207 (Surrogate's Court); Mental Hygiene Law, Article 81 - sections 81.01 through 81.08.

- II. Preparing and Interpreting Written Material:**
This section measures the candidate's ability to prepare and understand written material. There are two formats contained in the test.

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 understand and interpret written material. In this section, candidates 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. Candidates will not be required to have any special knowledge relating to the content area covered in the selections.

ISSUE DATE: November 19, 2010

INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications for promotional examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/. 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 2½ points respectively, added to their scores, if they are otherwise successful in the examination. Eligible veterans should claim those credits when they file their 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 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 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 taking any 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 FIVE (5) DAYS BEFORE THE MARCH 12, 2011 EXAMINATION DATE

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