

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	ADMINISTRATIVE SERVICES CLERK	EXAM NUMBER: 55-735
STARTING SALARY	The title of Administrative Services Clerk is graded at JG-15. The current hiring rate is \$36,276. In addition, appointees in New York City, Nassau, Suffolk, Rockland and Westchester County receive \$1,302 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive \$651 in annual location pay.	
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. A single statewide trial level promotion unit list will be established. Where appropriate, separate promotion unit lists for the Appellate Divisions and the Court of Appeals may be established.	
MINIMUM QUALIFICATIONS TO COMPETE	To be eligible to compete in this examination, candidates must, by the examination date, March 3, 2007, have current permanent* competitive class status in the titles of Court Revenue Assistant, Senior Court Office Assistant or Senior Court Office Assistant (Keyboarding), or one (1) year of current permanent* competitive Class service in the titles of Office Clerical Assistant, Court Office Assistant or Court Office Assistant (Keyboarding).	
MINIMUM QUALIFICATIONS FOR APPOINTMENT	To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, one (1) year of current permanent* competitive class service in the titles of Court Revenue Assistant, Senior Court Office Assistant or Senior Court Office Assistant (Keyboarding) or two (2) years of current permanent* competitive class service in the titles of Office Clerical Assistant, Court Office Assistant or Court Office Assistant (Keyboarding).	

*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 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).

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

**EXAMINATION IS SCHEDULED
TO BE HELD *MARCH 3, 2007***

**APPLICATION MUST BE POSTMARKED
NO LATER THAN *JANUARY 5, 2007***

**DISTINGUISHING
FEATURES OF
WORK**

Administrative Services Clerks work in large courts, court agencies, or central administrative offices where they review the work of court personnel who are engaged in preparing and processing budget, payroll, personnel, purchasing, statistical reports and other transactions. Administrative Services Clerks may work with substantial independence from supervision or under the supervision of Senior or Principal Administrative Services Clerks. They are responsible for ensuring that all transactions comply with policy directives, statutes, rules, and regulations, and for performing other related duties.

**SUBJECT OF
EXAMINATION**

This written examination will be multiple choice and will assess a candidate's ability in the following areas:

1. **Mathematics**
This section includes computational questions dealing with basic arithmetic, averages, frequencies, percents and simple problem solving.
2. **Understanding Written Material**
Candidates will be provided with short written passages from which some words have been removed. They will be required to select from four alternatives the word that best fits in each of the spaces.
3. **Understanding and Interpreting Tabular Material**
Candidates will be presented charts and tables comprised of various types of data. They will be required to compare and manipulate these data. All of the information needed to answer the questions will be in the material presented.
4. **Understanding and Interpreting Material Related to Purchasing, Vouchering, Budgeting, Auditing and Payroll**
Excerpts from court forms, regulations, agreements and other documents relating to purchasing, vouchering, budgeting, auditing and payroll will be presented. Questions will require applying this material to given situations. All of the information needed to answer the questions will be in the material presented.

NOTE

- Candidates are encouraged to bring calculators to this examination.
- The passing score for the written examination will be determined at a date following the administration of the examination.

ISSUE DATE

December 4, 2006

INFORMATION FOR PROMOTION CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: Applications (UCS-20) may be obtained from the courts and court agencies of New York State as well as the Examination Unit, Office of Court Administration, PO Box 1060, Church Street Station, New York, N.Y. 10008-1060. Separate applications must be filed for each examination. When requesting an application by mail, specify examination number and title, show the word "EXAMINATION" in the lower left hand corner of the envelope, and enclose a stamped self-addressed, legal-size envelope. Additional or revised information, such as a change in address after the application has been filed, must be provided in writing to the Office of Court Administration at the above address. The application form can be downloaded from the website: www.nycourts.gov.

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 special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2574 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 THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE THREE
(3) DAYS BEFORE THE EXAMINATION (March 3, 2007).**

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