



# 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: Associate Surrogate's Court Clerk**

**EXAM NUMBER: 55-775**

**STARTING  
SALARY**

The title of Associate Surrogate's Court Clerk is graded at JG-23. Effective April 1, 2010, the hiring rate is \$64,834. 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**

**Application 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. A single statewide trial level promotion unit list will be established.

**MINIMUM  
QUALIFICATIONS**

To be eligible to compete in this examination, candidates must, by the examination date, April 6, 2013, have current permanent\* competitive class status in the Court Clerk, Senior Court Clerk, Surrogate's Court Clerk, or Senior Surrogate's Court Clerk title.

**MINIMUM  
QUALIFICATIONS  
FOR APPOINTMENT**

To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, one year of current permanent\* competitive class service in the Court Clerk, Senior Court Clerk, Surrogate's Court Clerk, or Senior Surrogate's Court Clerk title.

\*Pursuant to Section 25.15(h) of the Rules of the Chief Judge: (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**

Associate Surrogate's Court Clerks work in the largest Surrogate's Courts that are located in New York City, or in counties with populations of 400,000 or more, where they apply specialized knowledge of Surrogate's court practice and procedures relating to probate, administration, accounting and other functional areas. They may also supervise units staffed by Surrogate's Court Clerks, Senior Surrogate's Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk, and perform other related duties.

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**Examination is scheduled to be  
held April 6, 2013**

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**Applications must be electronically filed  
no later than February 13, 2013**

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**Subject of Examination:** This written examination is multiple-choice and designed to assess the following:

**Knowledge of Legal Terminology, Statutes, Rules and Court Procedures as set forth in:**

- A. **Surrogate's Court Procedure Act:** Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17a, 18, 19, 20, 21, 22, 23, 24, and 25 and articles of Civil Practice Law and Rules referred to therein;
- B. **Estates, Powers and Trusts Law:** Articles 1, 2, 3, 4, 5, 7, 11, 12, and 13;
- C. **Domestic Relations Law:** Section 117;
- D. **Social Services Law:** Section 384B;
- E. **New York State Tax Law:** Sections 971(a), 981, and 994;
- F. **Mental Hygiene Law:** Article 81 - Sections 81.01 to 81.08 and;
- G. **Rules of the Chief Administrator of the Courts:** Parts 130-1.1, 130-1.1a and Part 207, and official court forms.

**ISSUE DATE: JANUARY 3, 2013**

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

**APPLICATION:** The Office of Court Administration no longer accepts paper applications for examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An email address is 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 the applicant's immediate receipt of an application ID number.

**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 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 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 (APRIL 6, 2013).**

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