

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

**NEW YORK STATE
COURT OFFICER-TRAINEE**

EXAMINATION ANNOUNCEMENT:

JOB ORIENTATION GUIDE AND APPLICATION FORM
EXAM NO. 45-722

TEST DATES:

OCTOBER 22 AND DECEMBER 10, 2005

APPLICATIONS MUST BE SUBMITTED BY MAIL AND
POSTMARKED NO LATER THAN JULY 29, 2005

THIS GUIDE AND FURTHER INFORMATION ABOUT THE
NEW YORK STATE COURT SYSTEM IS AVAILABLE ONLINE:
www.nycourts.gov/careers/coexams.shtml

NEW YORK STATE UNIFIED COURT SYSTEM
COPYRIGHT©2005



New York State Court Officer-Trainee Examination Announcement, Job Orientation Guide and Application Form

This guide is intended to familiarize you with the steps to becoming a New York State Court Officer-Trainee in the New York State Unified Court System. The guide provides important information that will help you:

- ▶ Determine if you are interested in the type of work performed by court security personnel;
- ▶ Determine if you meet the minimum qualifications for appointment to the position;
- ▶ Complete an application to participate in the written examination;
- ▶ Prepare for the written examination and view sample questions; and,
- ▶ Learn about the remaining steps in the hiring process after qualifying on the written examination.

Studying this guide cannot ensure a higher grade on the written examination. However, the more familiar you are with the content and format of the examination, the more likely it is that you will be better prepared and perform to the best of your ability.

The following pages contain the Examination Announcement for the New York State Court Officer-Trainee job. This announcement includes all of the basic information you need to apply for and take the written examination. Some topics are only briefly described in the Examination Announcement but are covered in greater detail in other parts of this guide. Please refer to the guide contents listing below. A separate mail-in application form is also provided with this guide (see last page). This guide, including the application form, along with other useful information about the New York State Unified Court System can be accessed on our website: www.nycourts.gov/careers/coexams.shtml

Contents of this Guide

	<u>Page</u>
Examination Announcement	2
Starting Salary, Application Fee and Exam Administration Dates	2
Location of Positions and Distinguishing Features of Work	2-3
Benefits, Minimum Qualifications, The Written Examination	3-4
Post-Written Examination Screening Procedures and Formal Training	5-6
Application Information	6-9
The New York State Court Officer-Trainee Job	10
Preparing to Take the Written Examination	11-12
Sample Examination Questions	13-20
Remembering Facts and Information	13-14
Reading, Understanding and Interpreting Written Material	15-16
Applying Facts and Information to Given Situations	17
Clerical Checking	18
Record Keeping	19-20
Appendix A: Summary of Medical Standards for the NYS Court Officer-Trainee Job	21-23
Appendix B: The NYS Court Officer-Trainee Physical Ability Examination	24
Appendix C: The NYS Court Officer-Trainee Background Investigation Process	25
<i>Mail-in Application Form on Last Page</i>	



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

Title: **New York State Court Officer-Trainee**

Exam Number: 45-722

Starting Salary

The **New York State Court Officer-Trainee** job is graded at JG-14. As of April 1, 2005 the hiring rate is **\$33,203**.¹ Appointees in New York City, Nassau, Suffolk, Rockland and Westchester Counties also receive \$1,264 in annual location pay. There is also an annual uniform allowance. After satisfactory completion of the **two-year** traineeship program, individuals are appointed to the title of **New York State Court Officer** (JG-18) where the pay rate as of April 1, 2005 is **\$41,751**.

Application Fee

A **\$25.00** application fee is required to apply for this examination. Please refer to the application form for additional information about how to submit your application fee payment, including whether you are eligible for a waiver of the application fee.

Exam Administration Dates

Due to the anticipated large response to this announcement, the written examination will be held in test centers throughout New York State on **October 22, 2005** and **December 10, 2005**. Candidates will be assigned and scheduled for only one of these dates. Plan to spend at least four hours at the test center. This includes both the time needed to register at the center and the time allocated for testing. Admission notices will be mailed to all candidates one week prior to the October 22 test date informing candidates of the date and location of the test center where they are to report.

Location of Positions

The eligible list for the title of New York State Court Officer-Trainee (JG-14) will be used to fill current and anticipated positions in all court facilities in the Unified Court System throughout New York State.

Distinguishing Features of Work

¹ Salary figures reflect the salary on April 1, 2005 on the salary schedule in the 2003-2007 collective bargaining Agreement. The State and one of the unions representing certain Court Officer positions in New York City and the 9th Judicial District (Dutchess, Orange, Putnam, Rockland and Westchester Counties) have not reached a collective agreement for the time period 2003-2007. Until an agreement is reached, these positions will have a hiring rate of \$31,528 and the pay rate for NYS Court Officer (JG-18) will be \$39,642. The location pay is \$1,200.

New York State Court Officer-Trainees serve a two-year traineeship during which they are responsible for maintaining order and providing security in courtrooms, court buildings and grounds. They work under the direct supervision of a NYS Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel. After completion of formal training at the Academy, NYS Court Officer-Trainees may be assigned to all trial courts and court agencies to begin the on-the-job training portion of their two-year traineeship. NYS Court Officer-Trainees are peace officers, required to wear uniforms, and may be authorized to carry firearms, execute warrants and make arrests. Typical duties include: guarding and escorting criminal defendants while in the court facility; escorting judges, juries and witnesses; handling court documents and forms; providing information and assistance to the public and other court users; maintaining the security of deliberating and sequestered juries; displaying and safeguarding exhibits; operating security equipment and using established search procedures; physically restraining and calming unruly individuals; administering first-aid and assistance to individuals during emergencies; and performing related duties.

Benefits

Court employees receive 20 days of paid vacation during their first year of service in addition to 12 paid holidays. They also accrue 13 days of paid sick leave annually. Participation in medical, dental, life insurance, and retirement plans is offered. Any applicant who is receiving a pension from New York City, New York State, or any governmental entity of New York State would have to defer that pension while employed by the New York State Unified Court System.

Minimum Qualifications

At the time of appointment, a New York State Court Officer-Trainee must meet **all** of the following qualifications:

- ▶ be at least 18 years old;
- ▶ possess a high school diploma or the equivalent;
- ▶ be a citizen of the United States; and,
- ▶ be a resident of New York State;

The Written Examination

The written examination will be administered on October 22 and December 10, 2005 in test centers throughout New York State. You will be scheduled for only one of these dates. Plan to spend at least four hours at the test center. This includes both the time needed to register at the test center and the time allocated for testing.

Information on preparing to take the written examination and sample examination questions can be found beginning on [page 11](#) of this guide.

Subject of Written Examination

The examination will consist of multiple-choice questions and will assess the following:

Remembering Facts and Information

Candidates are provided with a written description of an event or incident involving court officers and are given five minutes to read and study the description before it is removed. Shortly thereafter, candidates will be asked questions about the facts involved in the event or incident.

Reading, Understanding and Interpreting Written Material

These questions measure how well candidates can understand what they have read. The written examination will include two types of questions:

Format A - Candidates are provided with brief reading selections followed by questions regarding the selections. All of the information required to answer the questions is provided in the selections. Candidates are not required to have any special knowledge relating to the content area covered in the selections; and,

Format B - Candidates are provided with short written passages from which words have been removed. Candidates are required to select among four alternatives the word that best fits in each of the spaces.

Applying Facts and Information to Given Situations

These questions measure a candidate's ability to take information which the candidate has read and then apply this information to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy or procedure which must be applied to a particular situation. All of the information to answer the questions is contained in the paragraph and in the description of the situation.

Clerical Checking

These questions measure a candidate's ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. Material usually is presented in three columns, and candidates are asked to compare the information in the three sets.

Court Record Keeping

These questions measure a candidate's ability to read, combine, and manipulate written information organized from several sources. Candidates are 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.

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 examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

Post-Written Examination Screening Procedures

Candidates who are successful on the written portion of the examination will be called, in order of their rank number on the eligible list (as determined by final test score) to participate in the medical examination. Candidates who qualify on the medical examination then proceed to the physical ability examination, psychological assessment and background investigation. Candidates must successfully complete each step in the selection process before going to the next step. **A fingerprint processing fee of \$75 will be charged to all candidates who are called from the eligible list and have successfully cleared the medical and physical ability examinations.** It usually takes about six months to complete all phases of these screening procedures.

Medical Examination

Each candidate is required to be free of medical conditions which would impair his or her ability to effectively carry out the duties of the position. Candidates are required to meet specific medical requirements both at the time of the medical examination and at the time of appointment. See Appendix A - Summary of Medical Standards for the NYS Court Officer-Trainee Job.

Physical Ability Examination

Each candidate will be required to qualify on a series of physical ability tests designed to assess his or her ability to safely perform the physically demanding tasks required by the job. See Appendix B for a description of the current physical ability testing.

Background Investigation

Each candidate's background (e.g., employment history, educational qualifications, military service record, arrest and conviction record, and other relevant factors) will be investigated to determine his or her fitness for serving in the NYS Court Officer-Trainee job. An independent evaluation board reviews the candidate's background and makes a recommendation regarding the candidate's fitness for appointment. The personal characteristics assessed by the Evaluation Board include such areas as honesty, integrity, self-control, emotional maturity, self-discipline and the ability to act under stress. There are a number of factors which may be a cause for disqualification to the position. These include, but are not limited to: (a) a dishonorable discharge from the armed services; (b) conviction in any court of a crime punishable by imprisonment for a term exceeding one year (felony conviction); (c) a conviction in any court of a misdemeanor crime of domestic violence; (d) any repeated convictions of an offense which indicates a disrespect for the law; and (e) a lack of good moral character. See Appendix C - The NYS Court Officer-Trainee Background Investigation Process.

Psychological Assessment

Each candidate will be required to undergo a psychological assessment designed to test for emotional or psychological problems that might interfere with effectively carrying out the duties of the position. The psychological examination consists of written psychological assessment tests and a personal interview with a licensed clinical psychologist and/or licensed psychiatrist.

Probationary Period and Formal Training

All appointees will be required to successfully complete a two-year traineeship and probationary period for appointment to the title NYS Court Officer(JG-18). Candidates are required to participate in ten (10) weeks of formal training at the NYS Court Officer Training Academy located in New York City followed by further training at the assigned work site. The NYS Court Officer Academy also operates a satellite training center located in Cohoes, NY near Albany. Training includes, but is not limited to, physical training and defensive tactics, communication skills and conflict resolution, emergency evacuation procedures, fire safety, field training, prisoner handling, CPR and basic first-aid, magnetometer/x-ray procedures , criminal procedure law, and other specialized training. During the two year traineeship, each recruit is required to return to the Academy for additional in-service training including firearms training which is conducted at UCS firing ranges located throughout the state.

Application Information

Applying To Take the Written Examination

Remove and complete the separate application form titled "[Application for NYS Court Officer Trainee- Examination](#)" (UCS-19A) that has been provided with this guide. You can also complete this application on your computer using Adobe Reader and then print the completed form. The completed application must be submitted by mail and should include a **money order in the amount of \$25 payable to N.Y.S. Office of Court Administration. DO NOT SEND CASH OR PERSONAL CHECKS.** The following information should be written on your money order: Applicant's name, social security number, home address, title of the examination and examination number for which the application is being filed. **Filing fees are not refundable.** Mail your completed application and money order to:

**State of New York, Unified Court System
Office of Court Administration
P.O. Box 15140
Albany, NY 12212-5140**

Additional or revised information, such as a change of address after the application has been filed, must be provided in writing to the Office of Court Administration, Examination Unit, Room 1081, 25 Beaver Street, New York, N.Y. 10004. Call this office at (212) 428-2580 to obtain additional copies of this guide or the application form. This guide, including the application form, can be accessed on our website: www.nycourts.gov/careers/coexams.shtml

Waiver of Filing Fees

An exception to the fee requirement will be made for persons receiving Supplemental Social Security payments or public assistance such as Home Relief, Aid to Dependent Children, Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency. All claims are subject to later verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception also will be made for applicants who are unemployed and primarily responsible for the support of a household. The application fee is also waived for employees of the New York State Unified Court System.

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 examination will be determined at a date following the administration of the examination.

Veterans Credits

Disabled and non-disabled veterans who are eligible for extra credit will have 10 and 5 points respectively, added to their scores if they are otherwise successful in the examination. Eligible veterans must claim those credits when they file their application. If veterans credits are granted, eligibles will have an option to waive them anytime prior to appointment.

To be eligible for Veterans Credits, an individual must at the time of application for credit:

- (1) be a United States citizen; **and**,
- (2) be a New York State Resident; **and**,
- (3) have an honorable discharge or have been released under honorable circumstances from the Armed Forces of the United States; **and**,
- (4) have either served on full-time active duty, other than active duty for training purposes, during one or more of the following Time of War periods:

Armed Forces of the United States during:

World War II (December 7, 1941 to December 31, 1946)

Korean Conflict (June 27, 1950 to January 31, 1955)

Viet Nam Conflict (December 22, 1961 to May 7, 1975)

Persian Gulf Conflict (August 2, 1990 to the date upon which such hostilities end)

OR

Received the Armed Forces, Navy, or Marine Corps Expeditionary Medal for service in:

Hostilities in Lebanon (June 1, 1983 to December 1, 1987)

Hostilities in Grenada (October 23, 1983 to November 21, 1983)

Hostilities in Panama (December 20, 1989 to January 31, 1990)

OR

In the U.S. Public Health Service (July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952)

To claim additional credits as a Disabled Veteran, an individual must, in addition to meeting all of the above requirements, be certified by the Veterans Administration as entitled to receive payments for a service-connected disability rated at ten (10) percent or more. Also, effective January 1, 1998, active duty members of the Armed Forces may request that veterans credits be added to the passing final ratings and use those credits for appointment from the eligible list, once discharged honorably or under honorable circumstances. Individuals who have received an appointment to a position in New York State or another local government entity from an eligible list on which their veterans were already used, will not be entitled to any additional credit.

Alternate Test Dates

It is the policy of the New York State Unified Court System to provide alternate test dates to candidates who are unable to appear on one of the announced dates scheduled for this examination due to religious beliefs, emergency situations or certain scheduling conflicts beyond their control.

Basis for Alternate Test Date

Alternate test dates will be provided for candidates who can establish one of the following:

- (1) A death in the immediate family or the household in which the applicant resides within the week immediately preceding the announced written test date. Immediate family will include the spouse, domestic partner, children, siblings, parents and grandparents of the applicant and of his or her spouse;
- (2) Religious beliefs which preclude the candidate from taking the examination on the announced date;
- (3) Military duty;
- (4) A conflict with a previously scheduled commitment to participate as a member of a ceremonial party, such as a wedding, baptism, bar mitzvah, or graduation, or as a member of the immediate family or household of the individual for whom the ceremony is being held;
- (5) A conflict with a previously scheduled vacation, professional conference or retreat for which a non-refundable deposit was made prior to the date the examination announcement was issued;
- (6) A conflict with a work assignment as a full or part-time employee of the NY Court System;
- (7) A conflict with a court ordered appearance;
- (8) Hospital confinement or medical emergency or health problem of the candidate or member of the immediate family or household in which candidate resides, if documented by an attending physician;
- (9) Emergency weather conditions, verified by the local public safety agency, that result in the closing of specified roads, highways or independent transportation services, which prevent a candidate from reaching the testing center.

Procedures for Requesting an Alternate Test Date

1. Candidates who, for religious reasons, cannot be tested on a Saturday must indicate this information on their application. Candidates who are requesting an alternate test date for other reasons must contact the Coordinator of Special Accommodations at (212) 428-2584, or E-mail coexams@courts.state.ny.us by **August 26, 2005**. A complete explanation must be provided and must be supported by appropriate documentation. The request will be reviewed in light of the above criteria and a determination rendered as soon as possible.
2. For emergency situations which occur immediately prior to or on the date of the exam, the candidate must notify the Coordinator of Special Accommodations no later than the Wednesday following the Saturday on which the test was held. Documentation supporting the request for an alternate test date must be received no later than the Friday following the day on which the test was held. In the event a serious illness or injury renders a candidate physically unable to take a test for a lengthy period of time, that candidate may still request an alternate test date, provided the candidate is tested prior to returning to the workplace (if an employee of the Unified Court System) and before the eligible list is established.
3. Candidates on short term military duty, which is typically a weekend or a two-week training commitment, must request an alternate test date by **August 26, 2005**.

Special Testing Accommodations

Applicants with disabilities who require special arrangements must contact the Coordinator of Special Accommodations at (212) 428-2584, or E-mail coexams@courts.state.ny.us by **August 26, 2005**. Documentation regarding the nature and extent of the disability will be required as part of the accommodation review process.

Verification of Qualifications

The Office of Court Administration may refuse to examine an applicant, or after examination, may exclude 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.

Candidates who can be available for only one of the two test dates must call (212) 428-2584 or E-mail coexams@courts.state.ny.us with their test date preference no later than Friday, August 26, 2005.

**☞ Written Exam is scheduled for:
October 22, 2005 and December 10, 2005 -
You will be notified of your admission to one of these dates.**

**☞ Applications Must be Submitted by Mail and Postmarked
No Later Than July 29, 2005.**

**☞ CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION
AT (212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION
NOTICE TO ONE OF THE TWO TEST DATES BY OCTOBER 17, 2005.**

Examination Announcement Issue Date

May 2, 2005

The New York State Court Officer-Trainee Job

Providing courthouse and courtroom security is the primary function of NYS Court Officers. They provide a safe and secure environment for the fair and prompt resolution of all matters before the courts.

The job is actually a blend of security work, public relations, law enforcement, prisoner management, and clerical duties. A strong sense of responsibility is necessary, as well as good judgment, patience and impartiality. Court Officers must not favor one party over another in a court proceeding. They protect and enhance the judicial process itself. A Court Officer is usually the first person a visitor to court will approach for information. The officer's tone and demeanor can help put people at ease and establish confidence in the judicial process. In all their actions, Court Officers must reflect the impartiality, fairness and commitment to justice of the court system itself.

Some aspects of the work are similar to those of police officers or corrections officers. However, the NYS Court Officer job differs in significant ways. Court Officers are usually assigned to a security post in a defined, limited area, whereas police officers patrol large territories. Although Court Officers may escort prisoners, they do so in a different setting than correction officers, who work in prisons or jails.

Court Officers are peace officers. They are required to wear uniforms on the job and after appropriate training may be authorized to carry firearms, execute warrants and make arrests. At all times the officer protects the judge, jurors, court employees, witnesses and spectators. This includes escorting the judge to and from chambers. Court Officers may be assigned to operate a magnetometer, guard people accused or convicted of crimes of all kinds, deliver and retrieve court documents, administer first-aid treatment and respond to other emergencies. They may have to control a crowd of people, or take steps to maintain order or to subdue an unruly person.

A large part of the day's work can involve calling the court calendar, providing information to the public and other court users, screening visitors and handling court documents and forms. Court security staff assist in the swearing in of witnesses and jurors, supervise juries, and handle evidence. They also announce recesses, and remain in the part during recess to safeguard equipment, evidence and documents.

Among the nearly 16,000 nonjudicial employees of the New York State Court System, about 3,500 employees are involved with court security operations and approximately 250 NYS Court Officer-Trainees are hired yearly.

Promotional Opportunities After successful completion of the two-year traineeship, individuals are appointed to the title New York State Court Officer (JG-18). Once appointed to this title, individuals are then eligible to participate in an examination leading to the first level supervisory job of NYS Court Officer-Sergeant (JG-19). There are also several higher level security supervisory positions such as NYS Court Officer- Lieutenant (JG-22), NYS Court Officer-Captain (JG-24), and NYS Court Officer-Major (JG-26 & JG-28) available as career opportunities. Many Court Officers also advance in their career by taking and passing the Court Clerk (JG-18) and Senior Court Clerk (JG-21) examinations. These jobs involve working in courtrooms and in back-office operations handling and processing court documents. Many current court managers began their careers as Court Officers.

Preparing to Take the Written Examination

THE DAY BEFORE...

- ✓ Briefly study and review the examination information contained in this guide on the evening before the examination. Intense study right before the exam may make you anxious. A brief review will refresh your memory and may even help to reduce your anxiety.
- ✓ Read your Admission Notice to determine where the written examination will be held and what time it starts. Know how to get to the test center and how long it will take you to get there.
- ✓ **Gather the following important materials to bring to the test center: your Admission Notice; two forms of identification- one must be a photo ID such as a driver's license or passport; two No. 2 pencils; and a watch.**

THE DAY OF...

- ✓ Plan your arrival at the test center about 15 minutes before the scheduled time listed on your Admission Notice.
- ✓ Follow all test administration procedures:
 - No smoking, eating or drinking in the testing room
 - No reference books or calculators
 - No removing of exam materials from the testing center
 - No copying of test questions or answers during the examination
 - No giving or receiving help during the examination
- ✓ Follow all instructions provided by the examination monitor for filling in the computerized answer sheet. Use only No. 2 pencils and make your marks heavy and dark and completely fill in all of the required sections of the answer sheet as instructed by the examination monitors and in accordance with the instructions on the back of the answer sheet. Ask your monitor for assistance if necessary.

During the Written Examination

- ✓ Remember to carefully read the directions before each part of the written exam. Each section of the exam has its own directions for you to read and follow.
- ✓ Budget your time. The time allowed for each part of the exam is provided on the exam booklet front page. Time yourself so that you don't spend too much time on one question and run out of time to answer the remaining questions.
- ✓ Read each question or problem carefully. Read each possible answer choice before selecting your answer.
- ✓ Use a strategy for answering questions. You might wish to first answer all the questions that are easy for you, then go back to questions where you could eliminate one or more alternatives as definitely wrong and select the best answer out of the remaining alternatives.
- ✓ Constantly check to make sure you are putting your answer next to the right number on the answer sheet. If you skip a question, make sure you skip that answer space on the answer sheet.
- ✓ **Review your test and answer sheet and make sure that:**
 - you placed your answers in the appropriate space on the answer sheet;**
 - you have answered every section of the exam and no answer is left blank;**
 - your answers are filled in completely and darkly;**
 - your erasures are clean and that no question has two answers;**
 - you have erased all stray marks or notes from the answer sheet.**
- ✓ Follow the monitor's instructions about turning in your test materials.
- ✓ Leave the testing center quietly so as not to disturb other test takers.

Sample Examination Questions

I. Remembering Facts and Information

You are provided with a written description of an event or incident and given a five (5) minute period to read and study the written description, after which it is removed. You will be instructed to not make any written notes about the event or incident. When you receive your test question booklet you will then be asked a series of questions about the facts involved in the event or incident.

Directions: Read the brief story below. Study it for five minutes. Then, turn the story over and answer the five questions on the following page.

A large newspaper stand is located just north of the elevators on the ground floor of the Oneida Court House Annex. In addition to newspapers and magazines, the stand sells cigarettes, film, candy bars, soda, and assorted snacks. In the mornings between 8:00 and 10:00 A.M., coffee and donuts also are available. Employees of the court and members of the public who have court business often purchase items there. People also stop to ask directions because the information desk is located at the main entrance to the Court House, which is on the other side of the building.

The stand is open daily from 8:00 A.M. to 2:00 P.M. It is operated by Joe Richards, who is 50 years old, has gray hair, blue eyes, and a slight build. His sister, Louise Miller, is a semi-retired widow and helps out part time.

On the morning of Tuesday, February 5, 2005 at about 8:30 A.M., Court Officer Marion Mueller stopped at the stand to purchase a cup of coffee. While he was getting his coffee, a young woman came up and asked how to get to the Chief Clerk's office. He told her to take the elevator to the third floor and then turn left at the double doors. While he was giving the directions, he noticed that Ms. Miller was attempting to open a box of Hershey Almond candy bars with a pair of long scissors.

At that moment, the scissors slipped and cut a gash about 3 inches long in her left forearm. First aid was administered by the court officer, and Ms. Miller was rushed to St. Mark's Hospital which is nearby. She received six stitches and a tetanus shot. Ms. Miller was not able to return to work at the magazine stand for two weeks.

Questions about the story on the next page

Examination Questions: Remembering Facts and Information

1. Who administered the first aid?
 - A. Joe Richards
 - B. Louise Miller
 - C. Jim Matthews
 - D. Marion Mueller

2. On what day of the week did the incident occur?
 - A. Monday
 - B. Tuesday
 - C. Wednesday
 - D. Friday

3. The name of the hospital was
 - A. St. Peter's
 - B. St. Matthew's
 - C. St. Mark's
 - D. St. Anne's

4. The Chief Clerk's office was
 - A. On the 2nd floor
 - B. On the 3rd floor
 - C. On the 4th floor
 - D. On the 5th floor

5. What hours is the newspaper stand open?
 - A. 8:00 A.M. to 2:00 P.M.
 - B. 8:00 A.M. to 5:00 P.M.
 - C. 8:00 A.M. to 10:00 A.M.
 - D. 8:00 A.M. to 4:00 P.M.

Solution

Answers can be found in the Memory Story. (1. D, 2. B, 3. C, 4. B, 5. A)

II. Reading, Understanding and Interpreting Written Material

This section of the written exam measures your ability to read and understand written material. There are two ways or formats contained in the test which are used to measure your reading ability. You need to familiarize yourself with each of the formats used in the test.

Format A-

Questions on this test measure how well you understand what you have read. Each question contains a brief reading selection. Following the selection is a question or questions pertaining to the information in the selection. All of the information required to answer the question(s) is provided, so even if the reading selection is on a topic with which you are not familiar, you will be able to answer the question(s) by reading the selection carefully. Remember, answer the questions based only on the information you read in the selection.

Directions: After reading the selection below, choose the alternative which best answers the question following the selection.

In good writing, less is generally considered more. Not all information is essential. Writing everything you know about the subject will confuse rather than enlighten. Be particularly selective when writing directions or explanations. Be sure to give the readers only the essential information. You should also take care to write at a level that your readers can understand. There is no need to use impressive or technical language.

1. Which one of the following best describes how to write an explanation of how to operate a new piece of equipment for office workers?
- A. Include all the specifications from the equipment manual.
 - B. Include only the necessary information, but make sure you use the correct technical language for accuracy's sake.
 - C. Write a clear, precise explanation that includes all the information about the piece of equipment.
 - D. Write an explanation that includes only the information needed in language the reader can understand.

Solution

Answer D. You do not need any knowledge about writing or office equipment to answer this question. All the information is in the paragraph. Answer A is not correct because all the specifications are not necessary for office workers to know how to operate the equipment. Answer B is incorrect because the technical language is not necessary and could be confusing. Answer C is incorrect because (again) **all** the information is not necessary. Answer D is correct because it rephrases the point made in the paragraph that all **essential** information should be included and that it should be at a level that the reader can understand.

II. Reading, Understanding and Interpreting Written Material: (Continued)

Format B-

Questions on this portion of the test measure how well you understand what you have read. Each part of this test contains a short, written passage from which some words have been omitted. You need to select one word from the four alternatives that best fits each blank space.

Directions: The passage below contains five numbered blanks. Read the passage once quickly to get the overall idea of the passage. Read it a second time, this time thinking of words that might fit in the blanks. Below the passage are listed sets of words numbered to match the blanks. Pick the word from each set which seems to make the most sense both in the sentence and the total paragraph.

A security deposit is a sum of money which___(1)___tenant is asked to deposit with the owner of the apartment___(2)___the time that the apartment is first rented. This___(3)___is intended to cover the cost of any damages___(4)___alterations made to the apartment during the period in___(5)___a tenant occupies it.

Question 1

- A. that
- B. one
- C. your
- D. a

Question 2

- A. in
- B. at
- C. for
- D. to

Question 3

- A. rent
- B. owner
- C. money
- D. tenant

Question 4

- A. or
- B. nor
- C. either
- D. neither

Question 5

- A. which
- B. when
- C. what
- D. where

Solution to 1

Answer D. Answer A is not correct because you would not normally say "that tenant" unless the paragraph indicated that you were talking about a specific person. Answer B is not correct because "one tenant" would only be used if you were talking about a specific person. Answer "C" is not correct because you would not say "your tenant" when the sentence goes on to say, more generally, "the owner of the apartment." Answer D is correct because "a tenant" fits the general paragraph as well as the specific sentence in which the blank appears.

Solutions 2-5

(2. B, 3. C, 4. A, 5. A)

III. Applying Facts and Information to Given Situations

This section of the written exam measures your ability to take information which you 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, procedure or law. The selection is followed by a description of a specific situation. Then a question is asked which requires you to apply the law, regulation, or procedure described in the paragraph to the specific situation. Remember that all of the information you need to answer the question is contained in the paragraph and in the description of the situation. You need to read and understand both before you attempt to answer the question.

Directions: Use the information proceeding each question to answer the question. Only that information should be used in answering the questions. Do not use any prior knowledge you may have on the subject. Choose the alternative that best answers the question.

Policy: "Absentee sick calls must be made between 9:00 and 9:30 A.M. on the first day of illness. If illness extends into the third day, a doctor's certificate must be presented stating the nature of the illness and the approximate date of return to duty. The Officer or a member of his or her family should keep the Sergeant regularly informed of his or her condition."

Situation: Officer Susan Jenner becomes sick on the evening of May 2 while at home. At 9:15 on the morning of May 3, Ms. Jenner calls in to say she is sick and will not be in. On May 5 Ms. Jenner submits a doctor's report describing her illness and stating that she will return to work on May 20. On May 18, Mr. Jenner calls to let the Sergeant know of his wife's condition.

Question. Based on the above policy and the incident, which one of the following statements regarding Ms. Jenner's actions is correct?

- A. She should have submitted the doctor's report on May 4, not May 5.
- B. She should not have had her doctor include the nature of her illness on her report.
- C. She should have had her husband call the Sergeant to let him know the situation before May 18.
- D. She should have called in sick as soon as she knew other officers would be on duty, which is 8:00 in the morning.

Solution

Answer C. According to the policy, "the Officer or a member of his or her family should keep the Sergeant regularly informed of his or her condition." Since the last contact with the Court was on May 5, and Ms. Jenner was expected back on May 20, Ms. Jenner should have contacted her office before May 18. Answer A is wrong because the doctor's report was due by the third day of absence or May 5. Answer B is wrong because the doctor's certificate needs to include the nature of her illness. Answer D is wrong because "absentee sick calls must be made between 9:00 and 9:30 A.M. on the first day of illness."

IV. Clerical Checking

This portion of the examination measures your ability to determine whether different sets of words, numbers, names and codes are similar. No matter what the form of the item, you are required to scan the sets of information, identify where the sets differ, and use the directions to determine the correct answer.

Directions: Questions 1 & 2

The following two questions, numbered 1 and 2, consist of three sets of information. Compare the information in the three sets presented in each question. On your answer sheet, mark:

- Choice A: if all **three** sets are exactly alike
- Choice B: if only the **first** and **third** sets are exactly alike
- Choice C: if only the **first** and **second** sets are exactly alike
- Choice D: if **none** of the sets are exactly alike.

Question 1. (Note: In this format the information is on the same line in each set.)

ISBN0652319127	ISBN0652319127	ISBN0652319127
Hayt, Emanuel	Hayt, Emanuel	Hayt, Emanuel
Law of hospital and patient	Law of hospital & patient	Law of hospital and patient
Physician's Record Co.	Physician's Record Co.	Physician's Record Co.
KF3821.H391972	KF3821.H391972	KF3821.H391972

Solution - Question 1.

Answer B. The "and" in the third line of the second set was typed "&" but the first and third sets contain exactly the same information; therefore the correct answer is B.

Question 2. (Note: In this format the information is not on the same line in each set.)

Deming, Richard	KF387.D39	Civil law at work
Civil law at work	Deming, Richard	New York: McGraw-Hill
New York: McGraw-Hill	Civil law at work	KF387.D39
KF387.D39	New York: McGraw-Hill	Deming, Richard

Solution - Question 2.

Answer A. The information in each of these sets is the same, even though the order of the information is on different lines in each set.

V. Record Keeping

On the following pages is a simplified version of the type of record keeping exercise that will be included in the written examination. The Record Keeping test on the written examination that you will take will have different types of tables and information. The purpose of this example is to show you how a Record Keeping test might look so that you can be better prepared to answer the questions in this section of the written examination.

Directions: Answer the four questions based on the information contained in the following tables. Remember, all of the information needed to answer the questions correctly can be found in the tables. Hint: Complete the “Daily Breakdown of Cases” and “Summary of Cases” tables before you attempt to answer any of the questions.

Daily Log of Cases Thursday			
Judge	Date Filed	Status	Money Award
Abrams	11/06/03	Adjourned	X
Kotter	11/30/03	Adjourned	X
Roth	02/10/05	Dismissed	X
Ethan	06/28/04	Dismissed	X
Roth	08/23/03	Dismissed	X

Daily log of cases Friday			
Judge	Date Filed	Status	Money Award
D’Amico	07/14/03	Settled	\$ 1,595
Ethan	07/09/04	Settled	\$11,400
Roth	07/15/05	Dismissed	X
Abrams	06/30/04	Dismissed	X
Ethan	10/01/03	Defaulted	X
D’Amico	06/09/03	Adjourned	X
Abrams	07/17/04	Settled	\$760
Roth	09/23/03	Settled	X

Daily Breakdown of Cases (Thursday and Friday)			
	Thursday	Friday	Total Cases
CASE STATUS			
Dismissed	3	2	5
Adjourned			
Defaulted			
Settled-No Money Award			
Settled-Money Award			
Total Cases			
Cases Filed by Year			
2003	3	4	7
2004			
2005			
Total Cases			

Summary of Cases (Thursday and Friday)						
Judge	Status			Settled No Money Award	Settled Money Award	Total Cases
	Dismissed	Adjourned	Defaulted			
Abrams						
D'Amico						
Ethan						
Kotter						
Roth						

Question 1. What was the total number of adjourned cases on Thursday? (A. 2, B. 3, C. 5, D. 8)

Solution: Answer A. You could have answered this question by counting up all the cases in Thursday's "Daily Log of Cases" that said "Adjourned" in the "Status" column. Alternatively, you could have looked in your completed "Daily Breakdown of Cases" table under "Thursday" and across from "Adjourned."

Question 2. How many settled cases on Thursday and Friday had money awards of less than \$2,000? (A. 0, B. 1, C. 2, D. 3)

Solution: Answer C. To answer this question you need to refer directly to Friday's "Daily Log of Cases." Since money awards are only made for settled cases, you need to look only in the "Money Award" column and count the number of times an award of less than \$2,000 appears.

Question 3. How many cases before Judge Roth on Thursday and Friday were dismissed? (A. 0, B. 1, C. 2, D. 3)

Solution: Answer D. The easiest way to answer this question is to refer to your completed "Summary of Cases" table which includes cases from Thursday and Friday. Look across the name from "Roth" and down the column marked "Dismissed."

Appendix A

Summary of Medical Standards for the NYS Court Officer-Trainee Job

Each candidate is required to be free of any medical impairment which would jeopardize his or her safety, health, or ability to effectively carry out the duties of the position. Candidates are required to meet the medical requirements stated below, both at the time of the initial medical examination and again prior to entering the Court Officer Training Academy. This is only a summary of the current Medical Standards. The Office of Court Administration reserves the right to modify these standards at any time during the duration of the eligible list.

Hearing

Each candidate must be able to pass an audiometric test of hearing acuity without use of a hearing aid. Bilateral testing is conducted in the frequency ranges of 500, 1000, 2000, 3000, 4000, and 6000 Hz. A candidate is qualified if the uncorrected bilateral hearing loss is less than or equal to 25 dB for the average of the following frequencies: 500, 1000, 2000, 3000 Hz; and, no greater than a 45dB loss at 4000 and 6000 Hz in either ear.

Vision

Each candidate must have at least 20/30 vision using both eyes with or without correction (corrective lenses or glasses are permitted). Candidates are disqualified if visual acuity is worse than 20/70 binocular (using both eyes) without correction on both near and far vision testing. Testing each eye separately, candidates must have at least 20/40 or better acuity in the best eye and 20/100 or better acuity in the worse eye without correction on both near and far testing. The visual fields must not be less than 145 degrees and color vision also is required. **Vision is evaluated with and without corrective lenses including contacts.**

Cardiovascular System

Candidates must be free of any impairments due to organic heart disease resulting from failure of myocardial function and impairment of coronary circulatory function. Candidates are examined for hypertensive circulatory disease and for vascular diseases affecting the extremities. **Blood pressure should not exceed 140/90.** Candidates are evaluated on an individual basis relevant to the physical demands of the Court Officer job.

Respiratory System

Each candidate will be assessed for pulmonary functioning. The test of ventilatory function must be within normal values: **FVC - 80% or greater; FEV1 - 80% or greater; D_LCO - 80% or greater.**

Hematology

Eligible candidates must be free of blood system impairments that will interfere with performance of the required job duties. Hematological impairments will be evaluated on an individual basis.

Musculoskeletal System

Candidates must be free of musculoskeletal impairments which may affect job performance. Functional use of the arms, hands, legs, feet and back must be demonstrated at the time of the medical examination. Scoliosis (thoracolumbar) is disqualifying if the angle is greater than 20 degrees. If the history and/or physical examination suggests a low back disorder, lumbar spine x-rays will be conducted.

Peripheral Spinal Nerves and Central Nervous System

Candidates are evaluated on an individual basis to determine the impact of specific impairments of peripheral spinal nerves on job performance. Candidates are evaluated for impairments in the following three categories: Unilateral spinal nerve root impairment, spinal nerve plexus and named spinal nerves. For impairments associated with central nervous system functioning, any impairment associated with "station and gait," respiratory impairment due to spinal cord damage, or urinary-bladder function may be considered disqualifying. Episodic neurological disturbances (e.g. seizures) will be disqualifying. Candidates should be free of significant speech pathology which interferes with communication.

Digestive System

Candidates must be free of disorders of the digestive system which can interfere with the task requirements of the job. Symptoms and signs of organic upper digestive tract disease, progressive chronic liver disease, or colonic or rectal disease may be disqualifying.

Endocrine System

Diabetes mellitus will be considered disqualifying if symptoms of target organ damage are present or if frequent blood sugar irregularities and/or with postprandial blood sugar greater than 200. History of ketoacidosis or hypoglycemic coma are disqualifying.

Mental Health

Candidates will be evaluated for emotional and psychological problems that might interfere with effectively carrying out the duties of the Court Officer job. At the time of the physical ability test, each candidate will be required to take a series of written psychological assessment tests which will be used in conjunction with a follow-up psychological and/or psychiatric interview to assess a candidate's mental health and suitability for the job.

Substance Abuse

As part of the medical screening procedures, each candidate is required to submit to a comprehensive substance abuse evaluation, including a urine analysis, to determine if he or she is dependent upon or abuses alcohol or drugs. Candidates who are dependent upon or abuse alcohol and/or drugs will be disqualified.

**Maximum Weight Standards for New York State Court Officer-Trainee Job
(Height/Weight Table)**

Height	Men (lbs.)	Women (lbs.)
4'10"		144
4'11"		147
5'0"		151
5'1"		154
5'2"	165	157
5'3"	168	162
5'4"	172	166
5'5"	176	171
5'6"	180	175
5'7"	185	179
5'8"	189	184
5'9"	194	187
5'10"	198	190
5'11"	202	194
6'0"	207	197
6'1"	211	
6'2"	217	
6'3"	222	
6'4"	227	
6'5"	233	
6'6"	239	

These standards are based upon Metropolitan Life Insurance Company Height/Weight Tables as applied to a large frame individual plus 10%.

Re-evaluation Procedures

A candidate who is medically disqualified for a condition which improves substantially some time after the administration of the initial Medical Examination may be re-evaluated by a physician, designated by the New York State Unified Court System for a final determination. Some disqualifications on medical conditions such as drug dependency will not be re-evaluated.

Appendix B

The NYS Court Officer-Trainee Physical Ability Examination

Each candidate is required to qualify on a series of physical ability tests designed to assess his or her ability to safely and effectively perform the essential physically demanding tasks of the NYS Court Officer job. There are eight separate tests in the Physical Ability Examination that are arranged into four categories. Two categories assess strength and muscular endurance based upon the combination of several individual tests. The remaining two individual categories assess arm-hand steadiness and stamina (aerobic fitness). A brief summary of each individual physical test in the four categories is described below.

I. Strength and Muscular Endurance - Factor I

Leg Lift - This test measures lower body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by the leg muscles.

Arm Endurance - This test measures upper body dynamic strength. Candidates are required to crank an arm ergometer as fast as possible for one minute in order to assess the ability to exert muscular force repeatedly over a short period of time.

Pull-Up Trainer - The purpose of this test is to determine the ability to exert upper body muscle force repeatedly for a short period. The test involves moving the body in an upward direction while laying on a slant board.

II. Strength and Muscular Endurance - Factor II

Arm Lift - This test measures upper body static strength. Candidates are required to exert maximum strength in an upward direction to determine the maximum force generated by the arm muscles.

Leg Endurance - This test measures lower body dynamic strength. Candidates are required to pedal a stationary bicycle as fast as possible for one minute in order to assess the ability to exert muscular force repeatedly over a short period of time.

SIT-UPS - This test measures the strength of your abdominal muscles (trunk strength). Candidates are required to perform as many sit-ups as possible in one minute.

III. Arm-Hand Steadiness-

This test measures the ability to maintain static arm-hand steadiness. Candidates are required to hold an actual weapon as steady as possible in a small hole without hitting the sides.

IV. Stamina - Aerobic Fitness-

Step Test - This test of aerobic fitness is designed to evaluate the recovery of heart rate and its associated maximal oxygen consumption. Candidates are required to step up and down on either a 15 3/4 inch (men) or 13 inch (women) bench for five (5) minutes to the beat of a metronome. Your heart rate will be recorded via a pulse-meter at the end of a 30-second rest (recovery) period.

Physical Test Administration and Scoring

In order to be considered "qualified", candidates must pass each of the four component categories. Candidates who do not qualify on the Physical Ability Examination are provided one opportunity for a retest in accordance with the Retest Policy. Candidates can retake those physical tests which correspond to the physical test category (i.e., Strength and Muscular Endurance Factor I, Strength and Muscular Endurance Factor II, Arm-Hand Steadiness, and Stamina - Aerobic Fitness) where they did not obtain a passing score. **Retest Policy:** Candidates who do not qualify on the Physical Ability Examination will be provided with one opportunity for a retest. The retest is offered to candidates only after a minimum of 90 days from the date of the initial Physical Ability Examination. The Office of Court Administration also reserves the right to modify the Physical Ability testing at any time during the use of the eligible list.

Appendix C

The NYS Court Officer-Trainee Background Investigation Process

Each candidate being considered for appointment is required to undergo a background investigation by the Applicant Verification Unit. This investigation includes a review of the candidate's work history, academic experience, military record, criminal record and other pertinent information.

Personal History Questionnaire. When a candidate participates in the physical ability test, he or she will be given a Personal History Questionnaire to take home and complete in detail and an appointment to meet with an Investigator. This questionnaire includes sections on personal information (date of birth, marital status, citizenship, etc); residence record (address and length of residence for each residence for the previous ten years); education record (schools, dates of attendance, levels of achievement); work history (name and address of employer, dates of service, nature of work performed, reasons for leaving); arrest and summons record (charges, dates, locations and dispositions); military service records (dates of service, branch of armed services, rank achieved, nature of discharge); judgement history (dates, nature and amounts of all unpaid, outstanding judgements); and other miscellaneous areas of inquiry. The candidate will be required to pay a processing fee of **\$75** for fingerprinting at the time the candidate first meets with his or her Investigator. An additional fee may be required in order to obtain employment records from the Social Security Administration.

The Investigation. The candidate is to complete the questionnaire in detail and bring it to the first meeting with his or her Investigator. At that time the Investigator will meet with the candidate and review the questionnaire and ensure that it is filled out accurately and completely. The candidate will be asked to sign a number of forms authorizing the release of information from former employers, the military, schools, public agencies and other appropriate sources. During the course of the background investigation, it is important for the candidate to remain in close contact with the Investigator, keeping him or her informed of any change in status or of any other information pertinent to the investigation.

Conduct of the Investigation. The Investigator will review the Personal History Questionnaire and verify the information it contains. As the investigation unfolds, additional information may be requested of the candidate or from other outside sources. The Investigator will conduct the investigation in a professional and expeditious manner but the many variables which are unique to individual candidates make it impossible to predict exactly how long the total process will take for any one individual. The investigation process generally requires three (3) to five (5) months to complete. The candidate should periodically call his or her Investigator to monitor the progress and to see if any further information is required or if the candidate can be of assistance in obtaining information from other parties. Candidates who do not cooperate with their Investigator may be disqualified from appointment.

The Investigation Report. When all information has been received, the Investigator will write a report of his or her factual findings. There are no conclusions drawn or recommendations made by the Investigators; they only compile and report facts and the candidate is identified in the report solely by an identification number. The candidate will then be scheduled for a personal interview with a psychologist and/or psychiatrist who will, as part of the interview, review the results of the candidate's psychological tests and investigation report. Candidates found qualified at this stage will be referred to the Court Officer Evaluation Board.

Court Officer Evaluation Board. The Court Officer Evaluation Board is composed of court managers, security professionals and administrative staff who will review the material from the investigation (with all identifying information removed) and make a determination as to whether the candidate's background information would disqualify him or her from serving as a NYS Court Officer-Trainee. Candidates who are successful at this stage of the process are then cleared for appointment to a future class.

