



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## OPEN-COMPETITIVE EXAMINATION

**TITLE: CLERICAL ASSISTANT (JG-12) EXAM NUMBER: 45-813 (Amended 6/12/19\*\*)**

### EXAMINATION DATE

This computer-based, multiple-choice examination will be administered throughout New York State at PSI Test Centers from July 16, 2019 to August 18, 2019. Applicants will be e-mailed an examination self-scheduling link on or about July 9, 2019. The deadline to self-schedule an examination will be August 9, 2019. Scheduling will be first come, first served; specific dates, times and test centers will not be guaranteed. NYS Unified Court System employees will be required to select among the dates/times available on Saturdays and Sundays during the exam administration period. Those employees that are regularly scheduled to work weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.\*\*

### DISTINGUISHING FEATURES OF WORK

Under supervision, Clerical Assistants work with a limited degree of independence on a variety of office support and clerical tasks such as checking, sorting, filing, scanning, and retrieving court papers, keyboarding and data entering information, and responding to customer inquiries. Clerical Assistants may work at public counters as information clerks, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Clerical Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

### LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State. A promotional examination, Clerical Assistant (55-813), is being held in conjunction with this open-competitive examination. The promotional list will be used to make appointments before appointments are made from the list established from the open-competitive examination.

### APPLICATION PROCESS

A **\$30.00 non-refundable** application fee is required to file for this examination. Applications for this examination must be filed **on-line no later than July 2, 2019**. To access the application go to: [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). Applicants must have an e-mail address to complete the application process and to receive examination self-scheduling links and result information. An application is considered successfully filed upon immediate receipt of an Application ID Number. **Be sure to add** the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: [UnifiedCourtSys@nycourts.gov](mailto:UnifiedCourtSys@nycourts.gov).

### ADMISSION NOTICE

Applicants will be e-mailed an examination self-scheduling link on or about July 9, 2019. The deadline to self-schedule an examination will be August 9, 2019. If you have **not** received a self-scheduling link by July 9, 2019 contact the Office of Court Administration at (212) 428-2580 or e-mail [ExamUnit@nycourts.gov](mailto:ExamUnit@nycourts.gov)

### MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination candidates **must**, by the closing date of filing, July 2, 2019, have a high school diploma or the equivalent **and** one (1) year of clerical\* or data recording experience. (Thirty (30) college level credits may be substituted for each year of work experience.)

\*Clerical experience includes: filing materials; sorting mail; unpacking supplies; operating office machinery; recording and or copying written numerical material; communicating directions and information orally to staff; processing documents; receiving/unpacking goods, supplies and/or materials; reviewing and correcting typed materials to ensure correct spelling, punctuation and proper format; operating office machinery, reviewing documents and forms in accordance with written rules and policies; checking documents and forms to determine whether required information is present and accurate; filing, retrieving, and sorting paper and folders according to an established alphabetical, chronological, numerical or functional filing system; responding to telephone or written questions; taking messages; performing incidental typing; answering telephone, etc.

## **SUBJECT OF EXAMINATION**

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

1. **CLERICAL CHECKING**

These questions assess applicants' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. There are three sets of information which may appear in different fonts. Applicants will be asked to compare the information in the three sets and identify whether the sets differ. Applicants must use the directions provided to determine the correct answer.

2. **CODING AND DECODING**

These questions assess applicants' ability to use written sets of directions to encode information and use coded information for keeping records. Applicants will be presented with a table of coded information and then be asked to apply a set of coding rules to encode information accurately.

3. **FILING**

These questions assess applicants' ability to arrange information into files according to categories specified by the directions in alphabetical, numerical and chronological order. Questions are based on the completed files.

4. **READING, UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL**

These questions assess applicants' ability to understand brief written passages. Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be required to select from four alternatives the word or phrase that logically completes the sentence within the passage when inserted for the missing word or phrase.

5. **NUMBER FACILITY**

These questions assess applicants' ability to perform basic calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators will **not** be permitted at the test center.

6. **PREPARING WRITTEN MATERIAL**

These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants will be presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation, and sentence structure.

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

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Clerical Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

8. **COURT RECORD KEEPING**

These questions assess applicants' ability to read, combine, and manipulate written information organized from several sources. Applicants 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.

## INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

**APPLICATION:** On-line applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An e-mail address is required to complete the application process and to receive scheduling and result correspondence. An application is considered successfully filed upon receipt of an Application ID Number at time of submission.

**FILING FEE:** A \$30.00 **non-refundable** filing fee is required for this examination using a credit or reloadable debit card. **Read** the announcement and instructions carefully as the filing fee will not be refunded. Employees of the Unified Court System are not required to pay a filing fee. Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to pay a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERAN CREDITS:** Disabled (10 points) and non-disabled (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 veteran 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 an applicant 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 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:** Applicants who cannot be tested on a Saturday for religious reasons, must include 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) at (212) 428-2781 prior to the close of the filing period for the examination.

**WARNING:** Anyone found unlawfully possessing or disclosing questions and/or answers from civil service examinations, or giving or taking test information from another applicant during or after the examination, or 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.

**APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR [EXAMUNIT@NYCOURTS.GOV](mailto:EXAMUNIT@NYCOURTS.GOV) NO LATER THAN JULY 9, 2019 IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK.**

**The Unified Court System is an Equal Opportunity Employer.**

ISSUE DATE: May 30, 2019