



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: COURT REVENUE ASSISTANT

EXAMINATION NUMBER: 55-749

**STARTING
SALARY**

The title of Court Revenue Assistant is graded at JG-14. The current hiring rate is **\$34,999**. In addition, appointees in New York City, Nassau, Suffolk, Westchester, and Rockland Counties receive \$1,302 in annual location pay. Appointees in Orange, Dutchess, and Putnam Counties 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.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, candidates **must**, by the examination date, October 25, 2008, have current permanent** competitive class status in any of the titles of Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding), Senior Data Recording Assistant, Court Office Assistant, Court Office Assistant (Keyboarding), Office Clerical Assistant*, or Data Recording Assistant.

**MINIMUM
QUALIFICATIONS
FOR APPOINTMENT**

To be eligible for appointment, successful candidates **must** have, at the time of appointment, one (1) year of current permanent** competitive class service in the Senior Court Office Assistant, Senior Court Office Assistant (Keyboarding), or Senior Data Recording Assistant title; **OR** two (2) years of permanent**, competitive class service in the Court Office Assistant, Court Office Assistant (Keyboarding), Office Clerical Assistant*, or Data Recording Assistant title.

**Under Section 25.15(h) of the Rules of the Chief Judge, this 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).

**Examination is scheduled to be
held on October 25, 2008**

**Applications must be postmarked no
later than August 22, 2008**

**DISTINGUISHING
FEATURES OF
WORK**

Under direct supervision of a Chief Clerk, Deputy Chief Clerk or other supervisory personnel, Court Revenue Assistants serve as cashiers performing fiscal tasks in which mathematical calculations are fundamental, including accepting fees, fines, bail or other payments; disbursing funds, including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files, providing information at public counters, and other related duties.

**SUBJECT OF
EXAMINATION**

The written examination will consist of multiple-choice questions designed to assess the following:

1. **Coding and Decoding Information** - These questions test a candidate's ability to use written sets of directions to code and decode information for court record keeping. Candidates will be presented with tabular information including names and numbers, and then be asked to apply a set of coding rules to encode information accurately. Candidates may be required to combine and reorganize the information to answer questions.
2. **Applying Facts and Information to Given Situations** - These questions measure a candidate's ability to take information which a candidate has read and then apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy or procedure similar to what a Court Revenue Assistant may encounter on the job. All of the information to answer the questions is contained in the paragraph and in the description of the situation.
3. **Number Facility** - These questions require candidates to perform basic calculations* involving addition, subtraction, multiplication, division and percentages. Information is presented in numerical or tabular format using forms typically found in the court setting.
4. **Reconciling Cash Balances** - These questions require candidates to work with various types of cash register summary reports. The candidates will be asked questions based solely on the information contained in these reports.
5. **Basic Legal and Revenue Collection Terminology** - These questions assess a candidate's knowledge of the legal and revenue collection terminology and general court procedures that Court Revenue Assistants encounter in their daily work.
6. **Quality Service Orientation** - These questions assess a candidate's ability to handle situations that Court Revenue Assistants encounter when interacting with the public and other court users.

* **NOTE:** Only *simple* hand-held solar or battery operated calculators **will** be permitted. Personal Digital Assistants (PDAs), calculators or other computing devices which allow the operator to input information other than numbers and/or have the appearance of a keyboard will **not be** allowed. Use of cell phones at the test site is not permitted.

ISSUE DATE: June 30, 2008

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, Room 1081, 25 Beaver Street, New York, N.Y. 10004. **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 of 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: Only *passing* candidates will have 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 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 THREE (3) DAYS BEFORE THE EXAMINATION DATE (OCTOBER 25, 2008).

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