NEW YORK STATE UNIFIED COURT SYSTEM
SPRING 2007 EXAMINATION SCHEDULE

EXAM DATE	TITLE AND SALARY GRADE	TYPE OF EXAM
February 3, 2007	Senior Data Recording Assistant (JG-12) Supervising Data Recording Assistant (JG-16) Senior Supervising Data Recording Assistant (JG-18)	Promotional Promotional Promotional
March 3, 2007	Administrative Services Clerk (JG-15) Senior Admininstrative Services Clerk (JG-20)	Promotional Promotional
April 21, 2007	Court Reporter (JG-24)	Open-Competitive
May 5, 2007	Law Librarian (JG-20) Senior Law Librarian (JG-24)	Open-Competitive Open-Competitive & Promotional
June 9, 2007	Surrogate's Court Clerk (JG-18) Senior Surrogate's Court Clerk (JG-21)	Promotional Promotional

The scheduling of examinations is subject to change.

GENERAL EXAMINATION INFORMATION

TYPES OF EXAMINATIONS

- **OPEN-COMPETITIVE EXAMINATIONS** are open to all qualified applicants, including members of the general public and employees of the New York State Unified Court System.
- **PROMOTIONAL EXAMINATIONS** are limited to qualified employees of the New York State Unified Court System.

FILING FEES

A non-refundable $25 filing fee is charged for all open-competitive examinations. A waiver of the fee requirement is made for employees of the New York State Unified Court System and those who fall into other categories set forth on the examination announcement.

EXAMINATION ANNOUNCEMENT AND FILING PERIOD

The issuance of an examination announcement and the opening of filing usually occurs about three to four months prior to the scheduled examination date. If you choose to take an examination you must submit an application during the filing period. This filing period is at least four weeks long.

HOW TO OBTAIN APPLICATION AND ANNOUNCEMENTS

Applications and announcements may be obtained online at: **WWW.NYCOURTS.GOV,** or by visiting any New York State courthouse or court agency, or by writing to 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, enclose a **DOUBLE STAMPED, SELF-ADDRESSED, BUSINESS ENVELOPE** and specify the examination title on the lower left hand corner of the envelope. After the application has been filed, any additional or revised candidate information, such as a change of address, must be provided in writing and mailed to the above address.

EXAMINATION INFORMATION

For further information call:

(800) 578-5627 for current **EXAMINATION INFORMATION**

(212) 428-2587 for **TDD** (telecommunications for the deaf)

HUMAN RESOURCES: PERSONNEL OFFICE - October 2006