



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

**TITLE: NYS COURT OFFICER-SERGEANT**

**EXAMINATION NUMBER: 55-753**

**STARTING  
SALARY**

The title of NYS Court Officer-Sergeant is graded at JG-19. The current hiring rate is \$49,033. In addition, appointees in New York City, Nassau, Suffolk, Rockland, and Westchester County also receive \$3,451 in annual location pay. Appointees in Dutchess, Orange and Putnam Counties will receive \$1,725 in annual location pay.

**ELIGIBLE LISTS  
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 date of the examination, March 14, 2009, have current permanent competitive class status\*\* in the New York State Court Officer or Senior Court Officer\* title.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, successful candidates must have, at the time of appointment, one (1) year of permanent competitive class service\*\* in the New York State Court Officer or Senior Court Officer\* 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).

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**Examination is scheduled to  
be held March 14, 2009**

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**Applications must be postmarked  
no later than December 3, 2008**

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**DISTINGUISHING  
FEATURES OF  
WORK**

Under the direct supervision of a New York State Court Officer-Lieutenant, or other security supervisory personnel, New York State Court Officer-Sergeants are assigned to all trial courts and court agencies where they maintain order and provide security in courtrooms, court buildings, and grounds, and coordinate the activities of court security personnel in the area to which they are assigned. When assigned to a courtroom, NYS Court Officer-Sergeants are responsible to the presiding judge and function as the courtroom security supervisor. NYS Court Officer-Sergeants are responsible for on-the-job training of NYS Court Officer-Trainees. NYS Court Officer-Sergeants are responsible for the evaluation of NYS Court Officer-Trainees and NYS Court Officers. NYS Court Officer-Sergeants are peace officers, required to wear uniforms and may be authorized to carry firearms. They execute bench warrants, make arrests and also perform administrative and other related duties.

**SUBJECT OF  
EXAMINATION**

**The Written Test will be multiple-choice and designed to assess the following:**

**Court Security Knowledge**

These questions will assess a candidate's knowledge and application of the laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a New York State Court Officer-Sergeant, including, but not necessarily limited to, the areas shown below:

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|---|--|
| Arrests                                     | Jury Supervision                             |
| Emergency Responses                         | Rules for Possession and Control of Firearms |
| Equipment Regulations                       | Search Procedures                            |
| General Responsibilities of a Court Officer | Security Procedures                          |
| Handling of Prisoners                       | Standard Reports                             |
| Handling of Evidence and Contraband         | Use of Force                                 |
| Incident Command System (ICS)               |  |

Sources for these questions will be the Court Officers Rules and Procedures Manual, the Criminal Procedure Law, the Penal Law, and Court Officer training.

**Preparing Written Material**

These questions assess a candidate's ability to present information clearly and accurately and to organize written information comprehensibly. Candidates are presented with several sentences and must effectively organize them in a coherent and logical order.

**Supervision**

These questions assess a candidate's supervisory ability to effectively organize, coordinate and monitor security operations, and specifically to resolve problem situations likely to be encountered on the job by a first-line supervisor. Candidates are presented with workplace situational incidents and are then asked to evaluate potential responses to the situation based upon the information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, handling work assignments, problem-solving, evaluating work performance, dealing with the public and effective communications with others.

**ISSUE DATE: October 16, 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 from the Examination Unit, Office of Court Administration, PO Box 1060, Church Street Station, New York, NY 10008-1060. 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. The application form can also be accessed at our website: [www.nycourts.gov/careers/UCS-20\\_fillable.pdf](http://www.nycourts.gov/careers/UCS-20_fillable.pdf). The completed application must be submitted by mail. 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.

**SENIORITY CREDITS:** Successful candidates will have additional 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 examination 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 SCHEDULED EXAMINATION DATE OF MARCH 14, 2009.**

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