



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

TITLE: NYS COURT OFFICER-LIEUTENANT EXAMINATION NUMBER: 55-759

**STARTING
SALARY**

The title of NYS Court Officer-Lieutenant is graded at JG-22. Effective April 1, 2010, the hiring rate is \$61,466. In addition, appointees in New York City, Nassau, Suffolk, Rockland, and Westchester County will receive \$3,697 in annual location pay. Appointees in Dutchess, Orange and Putnam Counties will receive \$1,848 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 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, April 17, 2010, have current permanent competitive class status¹ in the New York State Court Officer-Sergeant (JG-19) title, or have current permanent noncompetitive status in one of the following titles: NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-19), Associate Court Security Officer (JG-22), or Security Application Verification Officer (JG-20).

**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 service¹ in the New York State Court Officer-Sergeant title, or have one year of permanent noncompetitive class service as a NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-19), Associate Court Security Officer (JG-22), or Security Application Verification Officer (JG-20).

¹Under Section 25.15(h) of the Rules of the Chief Judge, this includes 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.

**Examination is scheduled to
be held April 17, 2010**

**Applications must be postmarked no
later than January 29, 2010**

**DISTINGUISHING
FEATURES OF
WORK**

Under direct supervision of a New York State Court Officer-Captain or other security supervisor, New York State Court Officer-Lieutenants are responsible for supervising security operations, ensuring the overall security administration of an entire courthouse, and supervising several security teams. NYS Court Officer-Lieutenants provide training and direction to NYS Court Officer-Trainees and supervision to NYS Court Officers and NYS Court Officer-Sergeants. NYS Court Officer-Lieutenants are peace officers, required to wear uniforms and may be authorized to carry firearms. They may execute bench warrants, make arrests and also perform administrative and other related duties.

**SUBJECT OF
EXAMINATION**

The Written Test questions are multiple-choice with an accompanying resource booklet and are 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-Lieutenant, including, but not necessarily limited to, the following areas: Arrests, Building Evacuation Procedures, Emergency Preparedness Planning, Equipment Regulations, Work Responsibilities of NYS Court Officers and Sergeants, Handling of Prisoners, Handling of Evidence and Contraband, Incident Command System (ICS), Jury Supervision, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, and the Use of Force.

Sources for these questions will include, but may not necessarily be limited to, the Court Officers Rules and Procedures Manual, NYS Criminal Procedure Law, NYS Penal Law, NYS Court Officer and NYS Court Officer-Sergeant training materials, as well as FEMA Independent Study Program (ISP) course work materials IS-100.a, IS-200.a and IS-700.a.

Preparing Written Material and Writing Ability

Format A: These questions assess a candidate's ability to present information clearly and accurately, and to organize written information comprehensibly. Candidates may be presented with several sentences, short paragraphs or passages and must effectively organize them in a coherent and logical order.

Format B: These questions are designed to measure the candidate's ability to apply the rules of English grammar, usage, punctuation, and sentence structure. For some of these questions candidates may be required to proofread brief written selections/paragraphs and identify errors in grammar, usage, punctuation, sentence structure, spelling and/or vocabulary.

Administrative Report Writing and Record Keeping

Format A: These questions assess a candidate's ability to review reports and forms commonly encountered by Lieutenants in the course of their general duties and responsibilities for accuracy, completeness and clarity.

Format B: These questions assess a candidate's ability to read, combine and manipulate written information from several different sources and answer questions based on organizing that information. Candidates are presented with different types of tables of information which contain alpha-numerical information related to arrests, contraband and other security-related incidents and must combine and organize the information to answer specific questions.

Scheduling and Organizing Information

These questions assess a candidate's ability to schedule and coordinate the assignment of court security personnel. Candidates are presented with information regarding the duties and responsibilities of a Court Officer-Lieutenant in a fictitious court with a specific set of policies, rules and procedures for handling prisoners and assigning officers to posts and assignments. By using the information presented, candidates are required to schedule and assign officers to posts in multiple court parts, to schedule officers for training, and to make decisions regarding the handling of prisoners.

Supervision

These questions assess a candidate's ability to effectively supervise court operations and to resolve problem situations likely to be encountered on the job by a NYS Court Officer-Lieutenant. 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, effective communication with others, staffing, security operations, and employee counseling on work-related issues.

ISSUE DATE: December 21, 2009

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. 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 APRIL 17, 2010.**

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