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: **Principal Court Clerk** **EXAM NUMBER: 55-774**

Amendment 9/19/2012

STARTING SALARY

The title of Principal Court Clerk is graded at JG-26. Effective April 1, 2010, the hiring rate is $76,195. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland County receive $3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive $1,848 in annual location pay.

APPLICATION

Application must be ELECTRONICALLY filed at www.nycourts.gov/careers/. Paper applications will not be accepted. An email address is required for successful filing.

ELIGIBLE LIST 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. A single statewide trial level promotion unit list will be established.

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, candidates must, by the examination date, October 13, 2012, have current permanent* competitive class status in the Associate Court Clerk or Associate Surrogate's Court Clerk title.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, one year of current permanent* competitive class service in the Associate Court Clerk or Associate Surrogate's Court Clerk title.

*Under Section 25.15(h) of the Rules of the Chief Judge, includes: (1) employees of the Unified Court System who are holding or who have held positions in the noncompetitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with noncompetitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

DISTINGUISHING FEATURES OF WORK

Principal Court Clerks work in the largest Supreme, County, Family, and District Courts where they apply extensive knowledge to complex problems related to special term, calendaring, or other special parts. They may also supervise units staffed by Associate Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other related duties.

Examination is scheduled to be held October 13, 2012

Applications must be electronically submitted no later than September 26, 2012

Subject of Examination

This written examination will be multiple-choice and will be designed to assess the following:

Knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of August 1, 2012, as set forth in:

1. **Civil Practice Laws and Rules** including, but not limited to, Articles 3, 4, 5, 6, 10, 11, 12, 21, 22, 23, 30, 31, 32, 34, 41, 44, 50, 52, 54, 55, 62, 63, 64, 70, 75 and 78.

2. **Criminal Procedure Law** including, but not limited to, Articles 1, 10, 30, 100, 160 180, 190, 195, 200, 215, 216, 220, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 380, 390, 400, 410, 420, 430, 440, 500, 510, 520, 530, 540, 720, 725 and 730.

3 **Penal Law** including, but not limited to, Articles 55, 65, 70, 80 and 85.

4. **Family Court Act** including, but not limited to, Articles 1, 2, 3, 4, 5, 5-A, 5-B, 6, 7, 8, 10, 10-A, 10-B, 10-C and 11.

5. **Other laws and statutes including:**

   a. Domestic Relations Law Articles 5A, 7 and 10;
   b. Social Services Law Sections 358A, 383C, 384 and 384B;
   c. Uniform Rules for the New York State Trial Courts Parts 200, 202, 205, 208 and 218;
   d. Corrections Law Article 23;
   e. Real Property Actions and Proceedings Law Article 7;
   f. Vehicle and Traffic Law Sections 1192 and 1193;
   g. Mental Hygiene Law Articles 9 and 10.

NOTES: The passing score for the written examination will be determined at a date following the administration of the examination.

In the First and Second Departments, all Court Clerks are Peace Officers and United States citizenship is required for candidates appointed in those departments.

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ISSUE DATE: September 19, 2012 (Amendment)

INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications for examinations. Applications must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/. An email address is required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed, upon applicant's receipt of an examination application ID number at time of submission.

SENIORITY CREDITS: Successful candidates will have additional seniority credits added to the final rating, based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on the examination. Seniority credits are computed from the scheduled date of the examination.

VETERANS CREDITS: Disabled (5 points) and non-disabled (2.5 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 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 any 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) 428-2580 or TDD (telecommunications device for the deaf) (212) 428-2781 prior to 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 or after 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 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.

CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (**October 13, 2012**)

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