

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 SENIOR SURROGATE'S COURT CLERK EXAM NUMBER: 55-741

STARTING SALARY The title of Senior Surrogate's Court Clerk is graded at JG-21. The current hiring rate is \$50,498. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland County 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. A single statewide trial level promotion unit list will be established. At present, the Senior Surrogate's Court Clerk title exists in New York City and the Ninth and Tenth Judicial Districts.

MINIMUM QUALIFICATIONS TO COMPETE To be eligible to compete in this examination, candidates must, by the examination date, June 9, 2007, have current permanent* competitive class status in any competitive title in the Unified Court System.

MINIMUM QUALIFICATIONS FOR APPOINTMENT To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, two years of current permanent* competitive class service in any competitive title in the Unified Court System.

*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 Senior Surrogate's Court Clerks work in Surrogate's Courts in New York City and the Ninth and Tenth Judicial Districts where they perform specialized duties relating to probate, administration, accounting, and other functional areas. Senior Surrogate's Court Clerks accept petitions and other court documents and review them for accuracy, completeness and sufficiency; may serve as assistant to the head of a department; may supervise a functional unit staffed by Court Assistants, court security and other subordinate personnel; may serve as part clerk; and perform other related duties as assigned.

Examination is scheduled
to be held June 9, 2007

Applications must be postmarked
No later than April 13, 2007

