



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 Data Recording Assistant	EXAM NUMBER: 55-770
STARTING SALARY	The title of Senior Data Recording Assistant is graded at JG-12. Effective April 1, 2010, the hiring rate is \$35,434. 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 Counties receive \$1,848 in annual location pay.	
APPLICATION	Applications 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.	
MINIMUM QUALIFICATIONS TO COMPETE	To be eligible to compete in this examination, candidates must , by the examination date, March 31, 2012, have current permanent** competitive class status in the Data Recording Assistant, Data Entry Clerk* or Senior Data Entry 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 permanent** competitive class service in the Data Recording Assistant, Data Entry Clerk* or Senior Data Entry Clerk* title.	
	<small>**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).</small>	
DISTINGUISHING FEATURES OF WORK	Senior Data Recording Assistants act as supervisors of data recording units staffed by up to six (6) subordinates, or as assistant supervisors within a large unit supervised by higher level personnel. Senior Data Recording Assistants are responsible for tracking the location and status of input documents, identifying and correcting errors in documents, and determining the reasons for rejection of problem documents. Senior Data Recording Assistants may be required to interpret source documents by reviewing with supervisors, the originator of the source material or other appropriate court staff. Senior Data Recording Assistants also enter information into an electronic record system, computerized database, or other automated file, using a computer terminal, a desktop computer or other data entry device. Senior Data Recording Assistants also perform other related duties.	

**Examination is scheduled
to be held March 31, 2012**

Applications must be **ELECTRONICALLY
submitted no later than February 15, 2012**

SUBJECT OF EXAMINATION

1. Clerical Checking

These questions assess candidates' ability to determine whether different sets of names, numbers, letters and/or codes are similar. Material will be presented in three columns, and candidates will be asked to compare the information in the three sets and identify where the sets differ. Candidates must use the directions provided to determine the correct answer.

2. Coding and Decoding Information

These questions assess candidates' ability to use written sets of directions to code and decode information for court record keeping. Candidates will be presented with a table of coded information including names and numbers and will then be asked to apply a set of coding rules to encode information accurately. Candidates may be required to combine and reorganize the information to answer questions.

3. Reading, Understanding and Interpreting Written Material

These questions assess candidates' ability to understand brief written passages. Candidates will be provided with short written passages from which words or phrases have been removed. Candidates will be required to select from four alternatives the word or phrase that logically completes the sentence when inserted for the missing word or phrase.

4. Court Record Keeping

These questions assess candidates' ability to read, combine, and manipulate written information from several sources. Candidates will be presented with different types of tables, which contain names, numbers, codes and other information, and must combine and reorganize the information to answer specific questions.

ISSUE DATE: January 4, 2012

INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications for examinations. The application (UCS-19) 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 to passing results for each five year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service. Seniority credits are computed from the scheduled date of the examination.

VETERAN 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 veteran 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 (MARCH 31, 2012)**

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