



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 Supervising Data Recording Assistant EXAM NUMBER: 55-772
STARTING SALARY	The title of Senior Supervising Data Recording Assistant is graded at JG-18. Effective April 1, 2010, the hiring rate is \$49,777. 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 Supervising Data Recording Assistant title, <u>or</u> one (1) year of current permanent* competitive class service in the Senior Data Recording Assistant or Data Entry Supervisor* 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 Supervising Data Recording Assistant title, <u>or</u> two (2) years of current permanent* competitive class service in the Senior Data Recording Assistant or Data Entry Supervisor* 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	Senior Supervising Data Recording Assistants supervise data recording units staffed by twelve (12) or more subordinate personnel. Senior Supervising Data Recording Assistants work with court administrators to develop guidelines and standards for the court's data recording operations. Senior Supervising Data Recording Assistants are also responsible for establishing work standards, training staff, resolving problems, tracking the location and status of input documents, identifying and correcting errors in documents, and determining the reasons for rejection of documents. Senior Supervising Data Recording Assistants may perform data recording functions and 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. **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.

2. **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.

3. **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.

4. **Preparing Written Material**

Format A: These questions assess candidates' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Candidates will be presented with several sentences and must effectively organize them in a coherent and logical order.

Format B: These questions assess candidates' ability to apply rules of English grammar, usage, punctuation and sentence structure. Candidates will be presented with a series of sentences and must select the sentence that is most in accordance with standard English grammar, usage, punctuation and sentence structure.

5. **Scheduling and Organizing Material**

These questions assess candidates' ability to schedule and coordinate assignments for a data recording operation. Candidates will be presented with information regarding the duties and responsibilities of a supervisor/manager in a hypothetical situation with a specified set of rules and procedures. Candidates will be required to organize and apply this information to answer questions related to scheduling and staffing requirements.

6. **Supervision and Office Management**

These questions assess candidates' supervisory and office management skills to direct the activities of a clerical operations unit in areas such as: organizing and planning work assignments, orienting and training employees, communicating in an office setting, evaluating performance, interacting with the public and resolving problem situations faced by a supervisor. Candidates will be presented with workplace situational incidents and will then be asked to evaluate potential responses to the situation based upon the information provided and their knowledge of supervision and office management.

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