CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

TITLE: SENIOR COURT OFFICE ASSISTANT EXAMINATION NUMBER: 55-756

STARTING SALARY

Senior Court Office Assistant is graded at JG-12. The current hiring rate is $33,079. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive $3,451 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive $1,725 in annual location pay.

DISTINGUISHING FEATURES OF WORK

Senior Court Office Assistants use an understanding of administrative and legal requirements, policies, and procedures, to work with a limited degree of independence on a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants may work at public counters as information clerks, may perform incidental keyboarding of information, may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and may perform other related duties. Senior Court Office Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

ELIGIBLE LISTS 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. An open-competitive examination, *Senior Court Office Assistant (45-756)*, is being held in conjunction with this promotion exam. The promotion list will be used to make appointments before the open-competitive list.

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination candidates **must** by the date of the examination, June 06, 2009, have permanent** competitive class status as a Court Office Assistant, Court Office Assistant (Keyboarding), Data Recording Assistant, or one (1) year as an Office Clerical Assistant*.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

To be eligible for appointment from the eligible list candidates **must,** at the time of appointment, have one (1) year of current permanent** competitive class service as a Court Office Assistant, Court Office Assistant (Keyboarding), Data Recording Assistant, or two (2) years in the Office Clerical Assistant* title.

**Under Section 25.15(h) of the Rules of the Chief Judge, this includes: (1) 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 and (2) employees with non-competitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

Examination is scheduled to be held June 06, 2009

Applications must be postmarked no later than February 13, 2009

SUBJECT OF EXAMINATION

The written examination will consist of multiple-choice questions and will assess the following:

1. **Clerical Checking**
   These questions measure the candidate's ability to distinguish between sets of names, numbers, letters, and/or codes which are almost exactly alike. Material is usually presented in three columns, and the candidate is asked to compare the information in the three sets.

2. **Court Record Keeping**
   These questions measure the candidate's ability to read, combine and manipulate written information organized from several sources. The candidate is 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.

3. **Reading, Understanding and Interpreting Written Material**
   These questions measure the candidate's ability to understand what he or she has read. The candidate is provided with short written passages from which words or phrases have been removed. The candidate is required to select, from four alternatives, the word or phrase that best fits in each of the spaces.

4. **Filing**
   These questions test the candidate's ability to arrange information into files according to categories specified by the directions in alphabetical, numerical and chronological order. Questions are based on the completed files.

5. **Number Facility**
   These questions measure the candidate's ability to perform basic calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators will not be permitted at the test center.

6. **Preparing Written Material**
   These questions measure the candidate's ability to present information clearly and accurately and to organize written information logically and comprehensibly. For some questions, the candidate is 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. For other questions, the candidate is presented with several sentences and must effectively organize them in a coherent and logical order.

7. **Applying Facts and Information to Given Situations**
   These questions measure the candidate's ability to take information, which the candidate has read, and then apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph describing a regulation, policy or procedure similar to what a Senior Court Office Assistant may encounter on the job, which then must be applied to a particular situation presented. All of the information needed to answer the questions is contained in the paragraph and in the description of the situation.

ISSUE DATE: January 05, 2009

INFORMATION FOR PROMOTION CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The application (UCS-20) may be downloaded from our website: www.nycourts.gov/careers/USC-20_fillable.pdf. Applications may also be obtained from the courts and court agencies of New York State or by writing to the Examination Unit, Office of Court Administration, Room 1081, 25 Beaver Street, New York, N.Y. 10004. Separate applications must be filed for each examination. When requesting an application by mail, specify examination number and title, write the word "EXAMINATION" in the lower left-hand corner of the envelope, and enclose a stamped self-addressed, legal-size envelope. 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 or TDD (telecommunications device for the deaf) (212) 428-2781 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 EXAMINATION (JUNE 06, 2009)

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