Careers *in the* Courts

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FIND YOUR CAREER PATH

If you are considering a public service career, the New York State Unified Court System (court system) offers varied and rewarding career options, competitive salaries and excellent benefits. Once employed by the court system, you will also find many opportunities to advance your career.

The fundamental mission of the court system is to promote the rule of law and to serve the public by providing just and timely resolution of all matters before the courts. Integral to accomplishing its mission are the 16,000 dedicated Judges and non-judicial employees. As a team, they ensure the successful operation of the courts and deliver outstanding service to the public in one of the busiest court systems in the world.

Throughout New York State, court employees work in many interesting positions providing administrative and operational support in courtrooms and support offices in fields such as security, interpreting, reporting and legal and social services. Outside the courtroom setting, court employees provide professional support in fields such as technology, human resources, finance and management.

EMPLOYMENT IN THE COURTS

The Court System Selects Qualified Candidates through:

- The civil service system for competitive positions;
- Job postings and interviews for non-competitive positions; and
- Personal appointments of Judges to certain positions (e.g., Law Clerk to Judge)

This brochure provides information on the application process and outlines career progression through the competitive Civil Service Exam process, legal, managerial and administrative professions. The brochure also illustrates career ladders within job series and outlines opportunities to move between series.

Civil Service Exams: Merit and Fitness-based Selection

The civil service system was adopted by the federal and state governments in response to the hiring practices of the 'spoils' system. Civil service tests were created to make the hiring and promotion process fair by basing the hiring and promotion solely on test-takers' performance on these tests. New York State implemented the civil service system in 1894 and mandated that appointments to government positions be made through the competitive civil service examination on the basis of merit and fitness. The mandate applies to positions in government where testing for merit and fitness is feasible. This includes most positions in the court system. Examination announcements for all competitive examinations are posted on the court system's Careers Website **nycourts.gov/careers**.

Job Postings and the Interview Panel Selection Process

Some titles in the court system are classified as non-competitive. Qualifications for these titles are not assessed by the competitive testing process because it is not feasible or practical to administer a competitive test. Non-competitive employees work in professions such as legal, information technology, human resources and social services. Hiring and promotion is based on job experience and education. Typically, qualifications are evaluated by an interview panel. The interview panel reviews candidates' resumes, conducts interviews and rates candidates on job relevant criteria. Non-competitive positions are advertised on the Careers Website and may also be posted on other recruitment or professional organizations' websites.

Personal Appointments

A small number of positions in the court system are filled as personal appointments. Typically, the appointments are made by judges to titles such as Law Clerk to Judge and Secretary to Judge. Employees in these positions assist individual judges with legal research and analysis and help with casework and legal correspondence. Most vacancies are not posted on the Careers Website and appointments to these positions are at the discretion of the appointing authority.

BENEFITS

The Court System offers employees a satisfying and rewarding career with competitive compensation and comprehensive benefits including:

- Regular Work Schedule
- 13 — Thirteen (13) Paid Holidays
- 20 — Twenty (20) Paid Vacation Days in the First Year
- 27 — Twenty-Seven (27) Paid Vacation Days by the Seventh Year
- Excellent Retirement Benefits including New York State Pension and Deferred Compensation Option
- Comprehensive Health Insurance
- Flexible Spending Account (FSA) and NYS-Ride
- Location Pay Differential for New York City—Metropolitan Area
- Professional Growth and Development

CIVIL SERVICE EXAMS: QUESTIONS AND ANSWERS

Most employees in the court system start their careers by taking a civil service exam. Civil service exams are merit-based tools designed to measure applicants' skills and abilities to successfully perform the job duties for a particular job title. Typically, the format of these exams is multiple-choice questions. Some exams may include components such as an oral exam to measure language skills and/or a simulated exam that measures proficiency in a specific skill.

Which Competitive Exams Are Offered?

Civil service exams are offered in 27 competitive titles including court security titles, court operations titles such as court assistant, court clerk, court interpreter and court reporter and clerical titles such as court office assistant. Employees in these titles work in courtrooms and support offices performing a variety of functions associated with processing criminal, civil, family and probate matters.

Exams are categorized as open-competitive, promotional or both (open-competitive and promotional). There are seven open-competitive exams, 14 promotional exams and six open-competitive/promotional exams offered by the court system:

- **Open-Competitive Exams** are open to all qualified applicants, including members of the public and court system employees.
- **Promotional Exams** are limited to court system employees as a path to advance through a job series.
- **Open-Competitive and Promotional Exams** are open to the public and court system employees. (Separate eligibility lists are created for current competitive employees and the public. Hiring preference is given to court employees from competitive titles who took the exam.)

Exams for each title are usually administered every four years but may be accelerated or deferred based on the operational needs of the court system. Exams are offered on one or two test dates throughout the state.

How Do I Apply to Take a Competitive Exam?

Visit nycourts.gov/careers for exam schedules and information on the application process. Exam applications must be submitted via the website within the period stated on the exam announcement.

What Qualifications Do I Need to Take a Competitive Exam?

Minimum qualifications vary by exam and are based on job requirements. Check the Careers Website for exam specific minimum qualifications.

How Are Tests Scored? How Is Rank Number Assigned?

After a competitive exam is administered, the exam results are analyzed and a passing score is established. Test-takers who pass a competitive exam and meet the minimum qualifications for the position are placed on an eligible list based on their final test performance score (final test scores are adjusted by applicable veterans and/or seniority credits) in rank order. Test-takers with identical exam scores are assigned unique rank numbers but are considered equivalent for canvassing and selection purposes.

I Took a Competitive Exam. How Long Before I Get Exam Results?

Depending on the exam, at a minimum, it takes approximately three months after the written competitive exam to get your test results and rank number. Once the eligible list is established, exam results with test score and rank number will be sent to all test-takers via email. **Remember to keep your contact information up-to-date with the court system**.

How Do I Identify Where I Want to Work within NY State?

- **Location Preference**
  The candidate will receive a Location Preference form electronically after the list is established to identify locations where they would be willing to work.

- **Canvassing**
  Candidates are contacted in rank order when positions in their preferred locations become available. Candidates with the lowest rank number/highest exam score are contacted first. The candidate must indicate their interest in the position on the Availability Inquiry form. The court system does not pay relocation costs.

- **Hiring**
  Time frame to hire from the eligible lists varies based on location, the number of positions approved to fill and title requirements (e.g., additional title-specific screening). Eligible candidates will be interviewed as part of the selection process*.

**Interview selection processes follows Section 61 of the Civil Service Law 'One-in-Three Rule' allowing a panel of court managers to appoint one of the top three scoring candidates from the Eligible List (exception: Court Officer-Trainee is a multi-phase selection process).*

COMPETITIVE EXAM PROCESS

STEP 1

Applicant

- Registers using the Careers Website: nycourts.gov/careers
- Receives an email from the court system with instructions and exam admission notice
- Brings admission notice and a picture ID to the exam location to take the exam

STEP 2

Court System

- Scores the exam and sets a passing score
- Assigns rank numbers to all passing test-takers based on exam scores (and veteran credit and seniority credit where applicable)
- Establishes the eligible list*
- Emails exam score notification to all test-takers
- Emails candidates on the canvass list to indicate location preference/availability to work in a location

STEP 3

Applicant

- Appeals and reviews exam results or exam questions (optional)
- Attends a scheduled review session (optional)
- Reviews the Location Preference request form. Note: The geographic Judicial District Region Map is located on the back page of this brochure. Candidates may change/add locations at anytime during the life of the list.

Court System

- Canvasses the eligible list based on operational needs**

Applicant

- Responds via email and completes the Availability Inquiry form indicating work location preferences/availability to work in a location

STEP 4

Court System

- Contacts candidates to schedule interviews or additional screenings (e.g., physical ability test for NYS Court Officer – trainee exam)
- Interviews eligible candidates as part of the selection process. Interview selection processes follows Section 61 of the Civil Service Law 'One-in-Three Rule' allowing a panel of court managers to appoint one of the top three scoring candidates from the Eligible List
- Sends Appointment Letter (**Hired!**)

** The Eligible List: A list of passers in rank order with the highest scoring person at the top of the list.*

*** Operational needs drive the canvassing process. When positions become available in a location, candidates from the eligible list are contacted to determine their interest in the position. Candidates are contacted in rank order – candidates with the lowest rank number/highest exam score are contacted first.*

COMPETITIVE EXAMS

EXAM/TITLE		EXAM TYPE
OFFICE CLERICAL SERIES/COURT REVENUE ASSISTANT		
(JG–12)	CLERICAL ASSISTANT	OPEN/COMPETITIVE & PROMOTIONAL
(JG–16)	SUPERVISING CLERICAL ASSISTANT I	PROMOTIONAL
(JG–18)	SUPERVISING CLERICAL ASSISTANT II	PROMOTIONAL
(JG–14)	COURT REVENUE ASSISTANT	OPEN/COMPETITIVE & PROMOTIONAL
SECURITY SERIES		
(JG–16)	NYS COURT OFFICER TRAINEE	OPEN/COMPETITIVE
(JG–20)	NYS COURT OFFICER SERGEANT	PROMOTIONAL
(JG–22)	NYS COURT OFFICER LIEUTENANT	PROMOTIONAL
COURT CLERK SERIES		
(JG–16)	COURT ASSISTANT	OPEN/COMPETITIVE
(JG–18)	COURT CLERK	PROMOTIONAL
(JG–21)	SENIOR COURT CLERK	PROMOTIONAL
(JG–23)	ASSOCIATE COURT CLERK	PROMOTIONAL
(JG–26)	PRINCIPAL COURT CLERK	PROMOTIONAL
SURROGATE'S COURT CLERK SERIES		
(JG–18)	SURROGATE'S COURT CLERK	PROMOTIONAL
(JG–21)	SENIOR SURROGATE'S COURT CLERK	PROMOTIONAL
(JG–23)	ASSOCIATE SURROGATE'S COURT CLERK	PROMOTIONAL
(JG–26)	PRINCIPAL SURROGATE'S COURT CLERK	PROMOTIONAL
COURT REPORTER SERIES		
(JG–24)	COURT REPORTER	OPEN/COMPETITIVE
(JG–27)	SENIOR COURT REPORTER	OPEN/COMPETITIVE & PROMOTIONAL
LAW LIBRARY PROFESSIONAL SERIES		
(JG–20)	LAW LIBRARIAN	OPEN/COMPETITIVE
(JG–24)	SENIOR LAW LIBRARIAN	OPEN/COMPETITIVE & PROMOTIONAL
LAW LIBRARY CLERICAL SERIES		
(JG–14)	LAW LIBRARY CLERK	OPEN/COMPETITIVE
(JG–16)	LAW LIBRARY ASSISTANT	OPEN/COMPETITIVE & PROMOTIONAL
INTERPRETERS		
(JG–18)	COURT INTERPRETER (SPANISH ONLY)	OPEN/COMPETITIVE
	PER DIEM INTERPRETERS (ENGLISH PROFICIENCY EXAM)	OPEN (PASS/FAIL/NOT BY RANK ORDER)

Start your Career *in the* Courts:

Entry Level Career Opportunities *in* Court Operations

OFFICE CLERICAL

Office Clerical employees such as the Clerical Assistants perform a variety of clerical and administrative support tasks, including entering information into databases, checking, sorting and filing court papers as well as other general office work. Clerical Assistants can advance through the title series by taking the promotional Supervising Clerical Assistant I (JG-16) or Supervising Clerical Assistant II (JG-18) exams. Promotional opportunities are also available through other competitive title series such as the Court Clerk series. Visit the Careers Website for information for title specific minimum qualifications and promotional opportunities.

HOW DO I BECOME AN OFFICE CLERICAL?

Exam Information *(Visit the Careers Website for Exam Schedules)*

Take any of the following open-competitive exams:

- Clerical Assistant (JG-12)
- Court Revenue Assistant (JG-14)
- Court Assistant (JG-16)
  Court Assistant is part of the Court Clerk Series (see pages 21-23 for more information)

Qualifications *(Visit the Careers Website for specific minimum qualifications)*

- High School Diploma or GED and relevant job experience

Career Progression: Take open-competitive or promotional competitive exams in the office clerical series or court clerk series to advance in court operations

COURT REVENUE ASSISTANT

Court Revenue Assistants perform fiscal tasks associated with collecting cash, court fees, fines and bail. Court revenue assistants maintain accounting reports, disburse funds, perform daily cash drawer and monthly bank statement reconciliation and may also provide administrative support such as checking court papers and assisting at public counters.

HOW DO I BECOME A COURT REVENUE ASSISTANT?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive/promotional Court Revenue Assistant Exam (JG–14)

Qualifications *(Visit the Careers Website for specific minimum qualifications)*

- High School Diploma, or GED, and
- Relevant job experience

Career Progression: Take open-competitive or promotional competitive exams in the office clerical series or court clerk series to advance in court operations

COURT SECURITY

New York State Court Officers are peace officers responsible for providing law enforcement, security services and maintaining order in the courtrooms and building facilities. Court officers have exciting opportunities to grow and advance through the competitive testing process (outlined below) or by joining specialized teams and departments including the Special Response Team (SRT), Department of Public Safety, Mobile Security Patrol (MSP), Court Officers Academy as Training Officers and the Division of Human Resources as Applicant Verification and Compliance Officers. Court officers may also advance as security managers and coordinators responsible for the security operations of courts and districts.

HOW DO I BECOME A NEW YORK STATE COURT OFFICER?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive NYS Court Officer–Trainee Exam (JG-16)

Qualifications

- High School Diploma or GED
- At time of appointment to the Court Officers Academy, candidate must be at least 20½ years of age, NYS resident, a US citizen and have a valid NYS Driver License

Steps

Receive Exam Score and Rank (approximately six months to a year after taking the exam).

Subject to successfully passing the exam and canvass, candidate will:

- Receive Conditional Job Offer
- Indicate Location Preference (where candidate would like to work in New York State)
- Schedule and Complete a Multi-Phase Screening Process including the Physical Ability Test (PAT), Vision Screening, Psychological Interview, Background Investigation and Review and Medical Exam (the process can take from three months to one year from date of PAT).

Subject to successful completion of all steps of the multi-phase screening process, candidate will:

- Receive Appointment Letter to the Academy
- Accept Appointment to the Academy
- Successfully Complete Academy Training
- Deploy to Assigned Court/District Location

Career Progression

- Successfully Serve Two Years in the NYS Court Officer – Trainee Title
- Take the NYS Court Officer – Sergeant and then the NYS Court Officer – Lieutenant Promotional Exams (also eligible to take the Court Clerk/Senior Court Clerk Promotional Exam – see page 19)
- Advance based on job experience: Interview for specialized security positions and leadership roles such as Major, Security Coordinator and other security positions in the Department of Public Safety

COURT SECURITY UPWARD MOBILITY

COURT CLERK

Court Clerks work in courtrooms and support offices assisting judges with court cases performing a variety of tasks such as calling the court calendar, preparing written correspondence, maintaining custody of physical evidence, swearing in witnesses and preparing and examining court documents to ensure accuracy. Court clerks can advance through the competitive title series by taking the promotional Associate Court Clerk or Associate Surrogate's Court Clerk (JG–23), Principal Court Clerk or Principal Surrogate's Court Clerk (JG–26) and progress to supervisory and management positions as Court Clerk Specialists (JG–30), Chief Clerk and other operational and administrative positions.

HOW DO I BECOME A COURT CLERK?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the promotional Court Clerk (Upstate Court Locations)/ Senior Court Clerk Exam (Downstate Court Locations), and/or
- Take the promotional Surrogate's Court Clerk (Upstate Court Locations)/Senior Surrogate's Court Clerk Exam (Downstate Court Locations)

Qualifications

- Must be in a court system competitive title to take the Court Clerk/Senior Court Clerk promotional exam
- Must have two years of permanent service in any competitive title in the court system to be appointed as a Court Clerk/Senior Court Clerk

Steps

Receive Exam Score and Rank (approximately six months to a year after taking the exam).

Subject to successfully passing the exam, candidate will:

- Indicate location preference (where candidate would like to work in New York State)
- Court or District will contact candidate based on rank number and location preference to schedule an Interview

  Note: Interview selection process follows Section 61 of the Civil Service Law 'One-in-Three Rule' allowing a panel of court managers to appoint one of the top three scoring candidates from the eligible list
- Attend the Scheduled Interview
- Receive Appointment Letter

Career Progression

- Take the Associate Court Clerk Promotional Exam and/or the Associate Surrogate's Court Clerk Promotional Exam
- Take the Principal Court Clerk Promotional Exam and/or the Principal Surrogate's Court Clerk Exam
- Advance based on job experience and supervisory experience to managerial positions such as Court Clerk Specialist, Case Management Coordinator, Assistant Deputy Chief Clerk, Deputy Chief Clerk, Chief Clerk or advance to other key operational or administrative and management positions.

COURT CLERK UPWARD MOBILITY

6 Court Clerk Specialist (JG-30) or Managerial Positions

Selection Based on Job Experience & Interviews

5 Case Management Coordinator (JG-28)

Selection Based on Job Experience & Interviews

4 Principal Court Clerk* (JG-26)

Promotional Exam

3 Associate Court Clerk* (JG-23)

Promotional Exam

2 Court Clerk/Senior Court Clerk* (JG-18-JG-21)

Promotional Exam

1 Court Assistant* (JG-16)

Entry Level Open Competitive Exam or any Competitive Exam

*Competitive exam is also available for Surrogate's Court Clerk series

COURT INTERPRETER

Court Interpreters provide spoken language access by converting words and concepts expressed in the spoken English language into Spanish and vice versa in the courtroom and other settings. They also provide sight translation of documents. Interpreters may also translate various documents and perform clerical tasks related to language services. The competitive Court Interpreter exam is only offered in Spanish. Based on experience and performance, Court Interpreters may advance to supervisory positions such as Senior Court Interpreter (JG–21) and Principal Court Interpreter (JG–23).

HOW DO I BECOME A COURT INTERPRETER (SPANISH)?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive Court Interpreter (Spanish) Exam (JG–18)

Qualifications

- High School Diploma or GED

AMERICAN SIGN LANGUAGE INTERPRETER

non-competitive

Court interpreters (American Sign Language) are hired off the Registry of Interpreters for the Deaf (RID).

Qualifications

- High School Diploma or GED
- RID Certification for American Sign Language (Sign Language Only)

NON-SPANISH INTERPRETER

non-competitive

The courts provide interpreting services in over 100 different languages. Interpreters for languages other than Spanish, including American Sign Language, work in non-competitive titles. Qualifications for each are highlighted below.

Court Interpreters (non-Spanish) work full or part time interpreting court proceedings in languages other than English.

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the English Language Proficiency exam
- Take the oral language exam(s) listed below

Oral Exams

Albanian	French	Italian	Russian
Arabic	Greek	Korean	Spanish
BCS *(Bosnian, Croatian, Serbian)*	Haitian Creole	Mandarin	Urdu
Bengali	Hebrew	Polish	Vietnamese
Cantonese	Hindi	Portuguese	Wolof
	Japanese	Punjabi	

PER DIEM INTERPRETER

non-competitive

When a court does not have staff interpreters available, the court provides interpreters by contacting individuals or interpreting services who have qualified to be listed on the Registry of Per Diem Interpreters. Per Diem Interpreters are independent contractors, not court employees. To be eligible for Per Diem assignment, interpreters must successfully complete the English Language Proficiency exam. Candidates may also be assessed on their interpreting skills in the target language or be asked to submit appropriate credentials verifying proficiency in the target language.

Per Diem Court Interpreter Online Application Information
(Visit the Careers Website to Complete the Online Application)

- Take the English Proficiency Exam at a Statewide Computerized Test Center
- Take the Oral Language Exam (available oral exams listed on previous page) or submit appropriate credentials

Qualifications

- High School Diploma or GED
- RID Certification for American Sign Language (Sign Language Only)

COURT REPORTER

Court Reporters and Senior Court Reporters are responsible for the verbatim recording and transcription of testimony at informal and formal court proceedings, including trials, hearings, conferences and arraignments. Court Reporters and Senior Court Reporters may advance into supervisory positions such as Supervising Court Reporter (JG–25), County Supervising Court Reporter (JG–25), Citywide Supervising Court Reporter (JG–26) and Principal Court Reporter (JG–28).

HOW DO I BECOME A COURT REPORTER?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive Court Reporter (JG–24) or the open-competitive/promotional Senior Court Reporter Exam (JG–27)

Qualifications to Take the Court Reporter (JG-24) Examination

- High School Diploma or GED and one year of verbatim reporting experience or
- Coursework in Court Reporting and six months of verbatim reporting experience

Qualifications to Take the Senior Court Reporter (JG-27) Examination

- High School Diploma or GED and two years of verbatim reporting experience or
- Coursework in Court Reporting and one year of verbatim reporting experience or
- Permanent appointment as a Court Reporter (JG-24)

LAW LIBRARIAN

Law Librarians provide professional library service to judges, attorneys and other court users including legal research assistance, acquisitions and management of library resources and legal research collections, provide information about the legal research collection, maintain the collection according to standard library guidelines, perform bibliographic searches, implement resource sharing and may provide professional-level direction and assistance to library personnel. Law Librarians may advance by taking the Senior Law Librarian promotional exam or through job experience to Principal or Chief Law Librarian (JG–28 and JG–32).

HOW DO I BECOME A LAW LIBRARIAN?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive Law Librarian Exam (JG–20) and/or the open-competitive/promotional Senior Law Librarian Exam (JG–24)

Qualifications

- Master's Degree in Library Science or Library Information Sciences and one year of relevant job experience
- Law Degree and one year of relevant job experience

LAW LIBRARY ASSISTANT & CLERK

Law Library Clerks and Law Library Assistants perform clerical duties in a law library and assist law library clients with legal references.

HOW DO I BECOME A LAW LIBRARY ASSISTANT OR LAW LIBRARY CLERK?

Exam Information *(Visit the Careers Website for Exam Schedules)*

- Take the open-competitive Law Library Clerk Exam (JG–14) or open-competitive/promotional Law Library Assistant Exam (JG–16)

Qualifications *(See the Careers Website for specific minimum qualifications)*

- High School Diploma, or GED and
- Relevant job experience

THE LEGAL PROFESSION

The New York State Court System has one of the largest caseloads in the nation. Attorneys are an integral part of the court system and represent approximately a quarter of the non-competitive workforce. Attorneys work statewide providing legal assistance and legal services to judges, the court system and court clients. Attorneys typically work in one of three settings:

- As part of a legal team or law department researching and analyzing legal issues from civil and criminal cases in trial courts and the appellate courts (Court Attorney)
- As part of a legal team or law department providing legal research and advocacy services in the Mental Hygiene Legal Services (MHLS), attorney disciplinary committees and Article 18B panel administration units (Attorney)
- As Law Clerk to Judge assisting individual judges with legal research and analysis and drafting decisions, orders and opinions (Law Clerk to Judge)

Attorneys may also work in specialized departments such as Counsel's Office advising the Chief Judge and the court system on administrative and procedural matters; the Labor Relations Office assisting with labor contract agreements; or coordinating legal services in the Office of Alternative Dispute Resolution. They may also work as part of the Board of Law Examiners developing New York State Bar Exam standards; serve quasi-judicial functions as Support Magistrates in Family Court or work in supervisory roles managing a team of attorneys, support staff and casework as Court Attorney-Referees. Visit the Careers Website for information and job opportunities in the legal profession.

HOW CAN I APPLY FOR A POSITION IN THE LEGAL PROFESSION?

Attorneys enter the court system either as personal appointees to a judge as Law Clerk to Judge or through a traditional job interview process for Court Attorney and Attorney positions. Visit the Careers Website for job opportunities in the legal profession including minimum qualifications and information on the application process.

WHAT QUALIFICATIONS DO I NEED TO BECOME AN ATTORNEY IN THE COURTS?

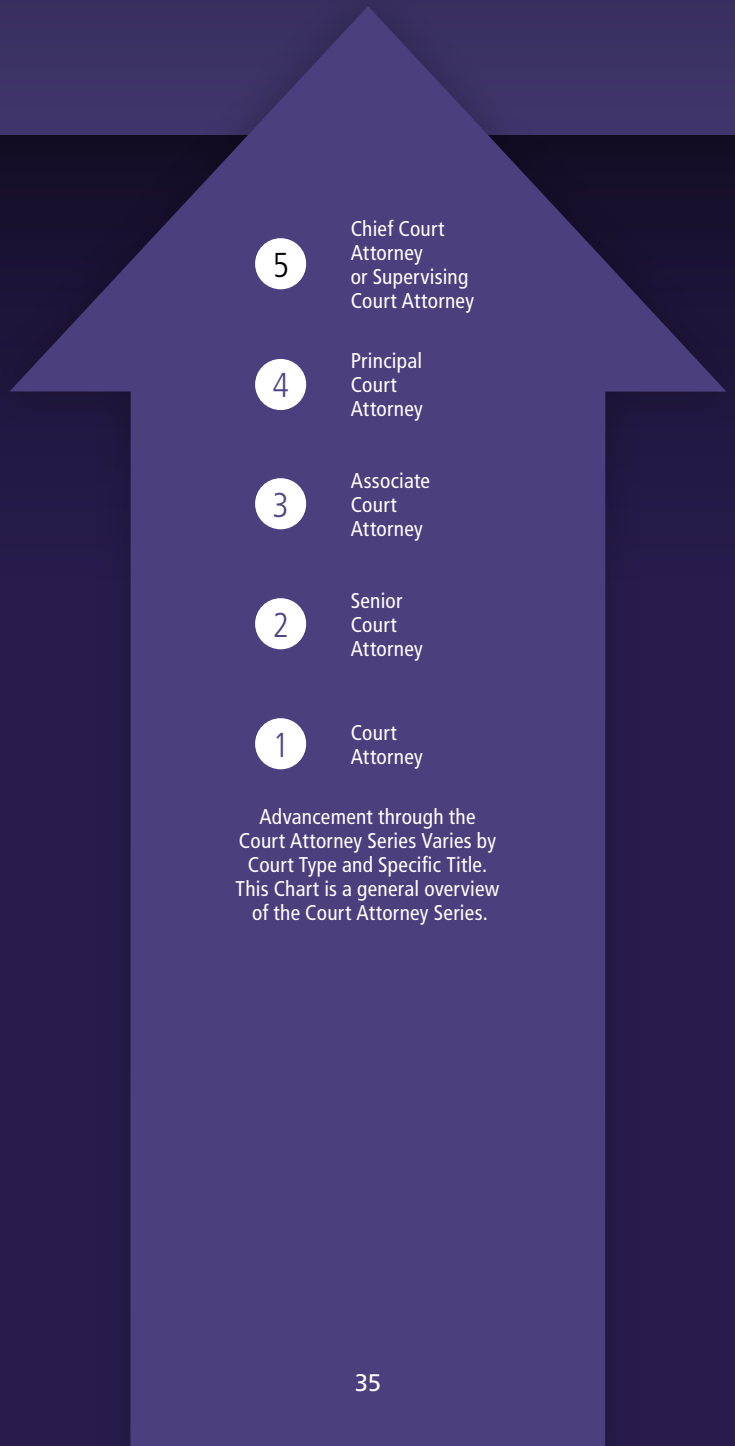
Minimum qualifications vary by title. Visit the Careers Website for specific title requirements. Candidate must meet the following minimum entry-level requirements to work in the legal profession in the court system:

- Must be a graduate of an accredited law school and
- Must be admitted to the NYS Bar within 18 months of appointment

HOW DO I ADVANCE IN THE LEGAL PROFESSION?

Career progression in the legal profession includes advancement through the Court Attorney, Attorney and Law Clerk to Judge series and related attorney titles in departments such as Counsel's Office and Labor Relations. Attorneys may also move between title series and court types.

LEGAL UPWARD MOBILITY



Advancement through the Court Attorney Series Varies by Court Type and Specific Title. This Chart is a general overview of the Court Attorney Series.

ADMINISTRATION

Administrative offices support court operations by providing technical assistance and research and analysis in specialized fields such as human resources, finance and budget management, facilities management and information technology services. Many of the employees in court administration work in the following titles:

- Analyst Titles: Court Analysts, Budget and Management Analysts
- Technology Titles: Network/Systems Technicians and Engineers, Computer Systems Analysts, Computer Applications Programmers

HOW CAN I APPLY FOR A POSITION IN ADMINISTRATION?

Candidates seeking a position in administration should check the Careers Website for job openings and the application process.

WHAT QUALIFICATIONS DO I NEED TO WORK IN ADMINISTRATION?

Minimum qualifications vary by title. Check the Careers Website for specific title requirements. Candidates in the entry-level analyst and technology titles must have at least a high-school degree or equivalent. Higher level titles within the title series usually require a Bachelor's degree, advanced certificate specific to a field and/or advanced graduate degrees such as Master of Public Administration or Law Degree.

HOW DO I ADVANCE IN ADMINISTRATION?

Career progression in administration includes advancement through the Analyst and Technology series to management positions in Administration.

ANALYST

Analysts typically work in administrative offices in the court system. Analysts provide technical skill in research and analysis for ongoing and special projects in human resources, finance and court system administration. Junior Court Analysts, Assistant Court Analyst, Court Analyst and Senior Court Analysts support projects by providing technical assistance to managers and other analysts by creating reports and aggregating data. Principal Court Analysts, Management Analysts and Budget Analysts support complex projects and provide high-level technical assistance to Senior, Principal and Chief Budget and Management Analysts. The Senior, Principal and Chief Budget and Management Analysts head departments and oversee major functions and projects in HR, finance, operational support and court system administration.

Application Information

- Visit the Careers Website for available Analyst positions.

Qualifications *(Visit the Careers Website for specific minimum qualifications)*

- High school diploma or GED and relevant job experience for entry-level positions
- Bachelor's degree or advanced graduate degree or certificate in a specialized field

ANALYST UPWARD MOBILITY

9 Chief Budget or Management Analyst (JG-32)

8 Principal Management or Budget Analyst (JG-30)

7 Senior Management or Budget Analyst (JG-28)

6 Budget or Management Analyst (JG-25)

5 Principal Court Analyst (JG-23)

4 Senior Court Analyst (JG-21)

3 Court Analyst (JG-18)

2 Assistant Court Analyst (JG-16)

1 Junior Court Analyst (JG-12)

Selection & Advancement in the Analyst Series is based on job experience and interviews

TECHNOLOGY

The Division of Technology is responsible for all technical operations. The division employs a wide range of technical specialties, including application programmers, network technicians, engineers, web developers, system analysts, computer maintenance and support specialists. Network/Systems Technicians and PC Analysts provide first-level technical assistance to court employees. Network/Systems Engineers and LAN Administrators plan, install and support network systems and supervise other technical staff. Computer Systems Analysts design functional programs. Computer Application Programmers develop and manage complex programs to support all court operations and case management systems.

Application Information

- Visit the Careers Website for available positions in Technology.

Qualifications *(Visit the Careers Website for specific minimum qualifications)*

- High School Diploma or GED and relevant job experience for entry-level positions
- Bachelor's Degree or Advanced Graduate Degree or Certificate in Technology Field

TECHNOLOGY UPWARD MOBILITY

8 Senior Technical Manager (JG-32)

7 Technical Manager (JG-30)

6 Network/Systems Engineer III (JG-28)

5 Network/Systems Engineer II (JG-25)

4 Network/Systems Engineer I (JG-23)

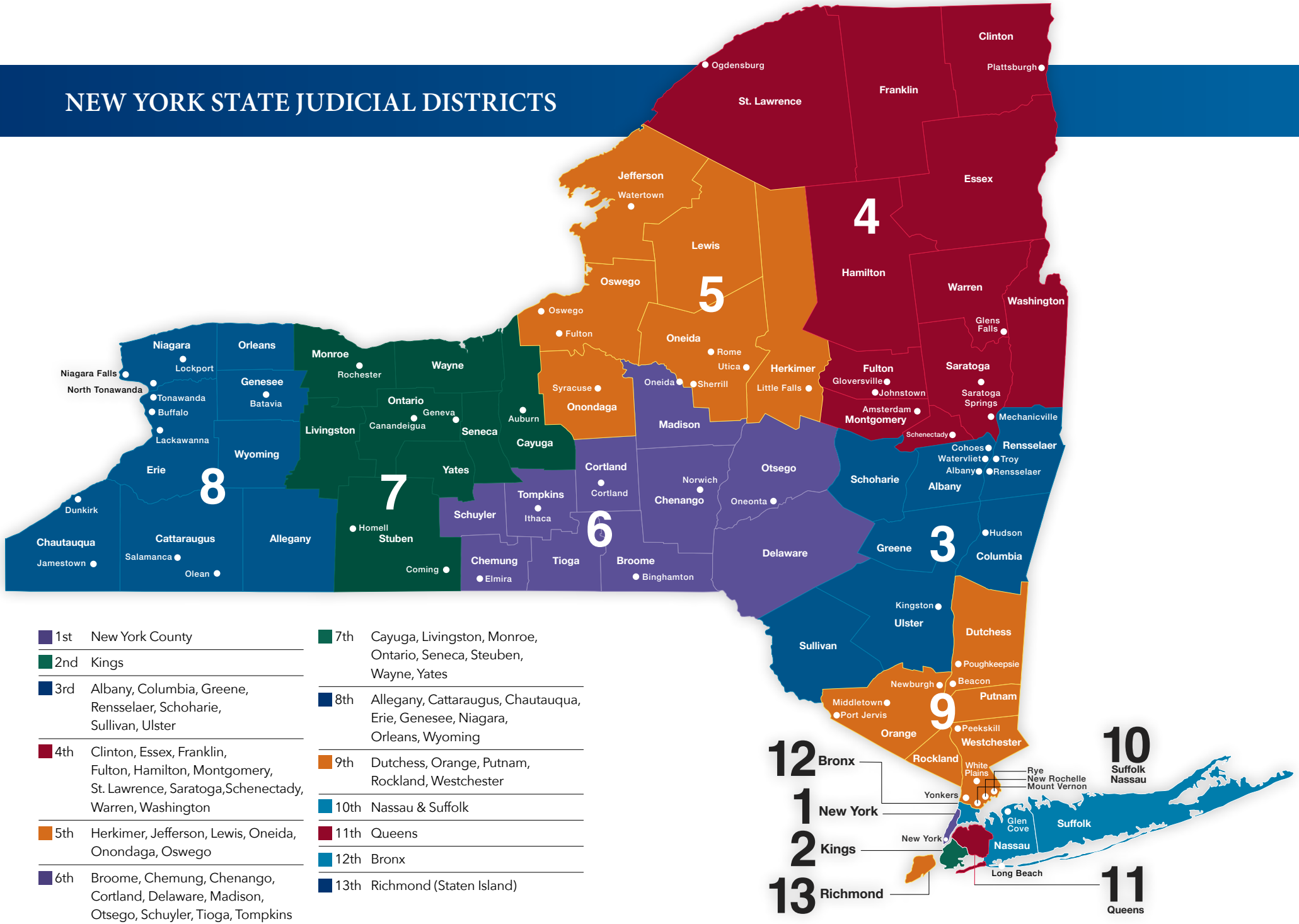
3 Network/Systems Tech III (JG-21)

2 Network/Systems Tech II (JG-18)

1 Network/Systems Tech I (JG-16)

Selection & Advancement in the Analyst Series is based on job experience and interviews

NEW YORK STATE JUDICIAL DISTRICTS



1st	New York County
2nd	Kings
3rd	Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan, Ulster
4th	Clinton, Essex, Franklin, Fulton, Hamilton, Montgomery, St. Lawrence, Saratoga,Schenectady, Warren, Washington
5th	Herkimer, Jefferson, Lewis, Oneida, Onondaga, Oswego
6th	Broome, Chemung, Chenango, Cortland, Delaware, Madison, Otsego, Schuyler, Tioga, Tompkins
7th	Cayuga, Livingston, Monroe, Ontario, Seneca, Steuben, Wayne, Yates
8th	Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming
9th	Dutchess, Orange, Putnam, Rockland, Westchester
10th	Nassau & Suffolk
11th	Queens
12th	Bronx
13th	Richmond (Staten Island)

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