

**NEW YORK STATE UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION**



**CLERICAL ASSISTANT
EXAMINATION GUIDE**

The New York State Office of Court Administration has developed this test guide to familiarize you with the Clerical Assistant examination. This test guide provides at least one sample question for each subject area listed. This test guide provides the correct answer for each sample question presented. You should study these in order to understand how the correct answers were determined. There are 90 questions in the actual examination and applicants have three (3) hours to complete it. The examination for Clerical Assistant is both open-competitive and promotional.

Subject of Examination:

This examination consists of multiple-choice questions and assesses the following:

1. CLERICAL CHECKING

These questions assess applicants' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. There are three sets of information which may appear in different fonts. Applicants are asked to compare the information in the three sets and identify whether the sets differ. Applicants must use the directions provided to determine the correct answer.

2. CODING AND DECODING

These questions assess applicants' ability to use written sets of directions to encode information and use coded information for keeping records. Applicants are presented with a table of coded information and then asked to apply a set of coding rules to encode information accurately.

3. FILING

These questions assess applicants' 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.

4. READING, UNDERSTANDING, AND INTERPRETING WRITTEN MATERIAL

These questions assess applicants' ability to understand brief passages. Applicants are provided with short passages from which words or phrases have been removed. Applicants are required to select from four alternatives the word or phrase that logically completes the sentence within the passage when inserted for the missing word or phrase.

5. NUMBER FACILITY

These questions assess applicants' ability to perform basic calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators are **not** permitted at the test center.

6. PREPARING WRITTEN MATERIAL

These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants are presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation, and sentence structure.

7. APPLYING FACTS AND INFORMATION TO GIVEN SITUATIONS

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Clerical Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

8. COURT RECORD KEEPING

These questions assess applicants' ability to read, combine, and manipulate written information organized from several sources. Applicants are 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

TIMING – Applicants are given a total of **3 hours** to complete the examination.