

SAMPLE QUESTIONS

Remembering Facts and Information - These questions assess applicants' ability to remember the details from an incident. Applicants will be provided with a description of an incident (story) and will be given five (5) minutes to read and study the story. At the end of the 5-minute period, the story will be removed, and applicants will **not** have another opportunity to refer back to it. Applicants will **not** be permitted to make **any written notes** about the story. There will be a 10-minute delay before applicants are presented with a series of questions about the facts concerning the story.

You will be provided with a written description of an incident (story) and given five (5) minutes to read and study the story. At the end of the 5-minute period, the story will be removed, and you will **not** have another opportunity to refer back to it. You will **not** be permitted to make **any written notes** about the story. There will be a 10-minute delay before you receive your test question booklet. You will then be asked a series of questions about the facts concerning the story.

Directions: Read the brief story below. Study it for five minutes. Then, turn the story over and wait for ten minutes before you answer the five questions on the following page. Try to remember as many details of the incident without making any written notes.

The Rockland County Supreme Court House is located on Main St. in New City, NY. There are two wings, a main lobby and three floors. There are five court parts, Parts A-E. Court Officer Sarah Johnson is one of the twelve officers assigned to this courthouse, along with one Sergeant and one Lieutenant. There are generally two officers in each part and two on patrol. Officer Johnson's hours are from 8:00 A.M. to 5:00 P.M. It is her 5th year as a Court Officer and her 2nd at that location. Her first assignment was in the Family Court Building in Kings County. She hopes to one day be reassigned to Orange County, which is closer to her home. _____

On Tuesday, February 11, 2014 Court Officer Johnson is on patrol in the first-floor hallway. At approximately 11:00 A.M., Sergeant Miles Anderson walks up to her and tells her that he needs her help in Part A, Judge William Parkinson's part. When Court Officer Johnson enters the courtroom, she sees two spectators engaged in an altercation. One man, Mr. Addison Blake, has his hands around the other man's throat and appears to be choking him. Sergeant Anderson grabs Mr. Blake from behind, while Officer Johnson takes charge of the other. Sergeant Anderson then places Mr. Blake under arrest. Officer Johnson asks the other spectator, Mr. Jack Wilson, if he needs any assistance and he refuses. The officer then gives Mr. Wilson a summons for disorderly conduct.

Sergeant Anderson takes Mr. Blake to a holding cell and returns to the courtroom. He thanks Officer Johnson for her help, commends her on her actions and instructs her to complete the appropriate paperwork. She completes the form, turns it in to the Lieutenant for review, and clocks out at 5:30 P.M.

Remembering Facts and Information: The following questions numbered 1 through 5 refer to the material presented in the Memory Story. Choose the alternative that best answers the question.

1. What are Court Officer Johnson's hours?

- A. 8:00 A.M. to 5:00 P.M.
- B. 11:00 A.M. to 5:00 P.M.
- C. 8:00 A.M. to 5:30 P.M.
- D. 11:00 A.M. to 5:30 P.M.

2. In which county did the incident take place?

- A. Kings
- B. Orange
- C. Rockland
- D. New York

3. What is the name of the man who was being attacked?

- A. Parkinson
- B. Blake
- C. Wilson
- D. Anderson

4. How many court parts are there in this court?

- A. Two
- B. Four
- C. Five
- D. Twelve

5. Who took the man to the holding cell?

- A. The Sergeant
- B. Court Officer Johnson
- C. The Lieutenant
- D. Court Officer Miles

Answer Key:

Answers can be found in the Memory Story. (1. A, 2. C, 3. C, 4. C, 5. A)

Reading, Understanding and Interpreting Written Material -These questions assess applicants' ability to understand and interpret written material. The examination will include **two** types of questions:

Format A - Applicants will be provided with brief reading passages followed by questions regarding the passages. All information required to answer the questions will be provided in the passages. Applicants will not be required to have any special knowledge relating to the content area covered in the passages.

In this format, each question contains a brief reading selection followed by a question or questions pertaining to the information in the selection. All of the information required to answer the question(s) is provided, so even if the reading selection is on a topic with which you are not familiar, you will be able to answer the question(s) by reading the selection carefully. Remember, answer the questions based only on the information you read in the selection. **Do not** use any prior knowledge in that you may have on the subject in choosing your answers.

Directions: After reading the selection below, choose the alternative which best answers the question following the selection.

Court Officers may find it necessary from time to time to control crowds. A crowd is defined as a large number of persons in a temporarily congested area. Under normal circumstances, when a crowd is orderly, it does not violate any laws. In some cases, however, a crowd can become a mob. A mob loses its concerns for law and authority and can commit unlawful and disruptive acts. Mob behavior is highly emotional, unreasonable, and violence prone.

Based on the above passage, which of the following statements is most accurate?

- A. A crowd is a group of people who commit unlawful acts.
- B. The terms "crowd" and "mob" can be used interchangeably.
- C. A mob is a crowd of people who loses its concern for authority.
- D. An orderly mob will not violate any laws.

The Correct answer is C because the passage states that a crowd can become a mob, and a mob loses its concern for authority.

Choice A is not correct because an orderly crowd does not violate any laws.

Choice B is not correct because a crowd "can become" a mob, i.e., not all crowds are mobs.

Choice D is not correct because there is no such thing as an orderly mob; a crowd can be orderly, but a mob is not.

Format B - Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be 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.

In this format the test contains a short, written passage from which some words have been omitted. You need to select one word from the four alternatives that best completes the passage.

Directions: The passage below contains five numbered blanks. Read the passage once quickly to get the overall idea of the passage. Read it a second time, this time thinking of words that might fit in the blanks. Below the passage are listed sets of words numbered to match the blanks.

Pick the word from each set which seems to make the most sense both in the sentence and the total paragraph.

Adoption records are not public. You have to get ____①____ court order to open them after they are sealed ____②____ the time of the adoption. Ask the Adoptions Clerk of the Surrogate's Court in the county where you ____③____ the adoption happened. Please be aware that requesting the unsealing of an adoption record is a ____④____ of case ____⑤____ the advice and other help of a lawyer may be needed for success.

Question 1

- A. that
- B. another
- C. this
- D. a

Question 2

- A. at
- B. for
- C. into
- D. behind

Question 3

- A. accept
- B. tell
- C. believe
- D. suggest

Question 4

- A. special
- B. kind
- C. reason
- D. offer

Question 5

- A. where
- B. what
- C. whether
- D. with

Question 1

The correct Answer is D, because “a court order” fits the general paragraph as well as the specific sentence in which the blank appears.

Choice A is not correct because you would not normally say “that court order” unless the paragraph indicated that you were talking about a specific order.

Choice B is not correct because “another court order” would suggest that you had already filed one, and there is no indication of that in the paragraph.

Choice C is not correct because you would only say “this court order” if it had been referred to earlier in the paragraph.

Answer Key:

Q2. A; Q3. C; Q4. B; Q5. A

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 that a NYS Court Officer may encounter on the job. Applicants must use this information to answer questions about specific situations. All information required to answer the questions is contained in the passages and in the description of the situation.

Directions: Use the information preceding each question to answer the question. Only that information should be used in answering the questions. Do not use any prior knowledge you may have on the subject. Choose the alternative that best answers the question.

Policy:

“All Court Officers must report to duty at their station in uniform at 8:30 A.M. and must remain at their station until 5:00 P.M. or until a supervisor releases them for the day. These hours do not include time for changing into and out of uniform. Each officer is given an identity card which must be “swiped” through the time-keeping machine to register when the officer comes in and when he or she leaves. It is allowable to swipe in 5 minutes later than the tour begins or 10 minutes before the tour ends without penalty; however, the officer must not vacate his or her post until 5:00 P.M.

Situation:

Officer Robert Johnson reports to the courthouse where he is assigned at exactly 8:25 A.M., takes

10 minutes to change, swipes in at 8:35 A.M., then reports to his post. At the end of the day, he gets permission to swipe out at 4:50 P.M., then returns to his post, which he vacates at 5:00 P.M., goes to the locker room to change, and leaves the facility at 5:10 P.M.

Question. Based on the above policy and the situation described above, which one of the following statements regarding Officer Johnson's actions is correct?

- A. He would have been on time if he had swiped in before he changed.
- B. He swiped in at an appropriate time, but was still late for his post.
- C. Swiping out at 4:50 P.M. was inappropriate because his tour does not end until 5:00 P.M.
- D. He should have reported to his post as soon as he arrived, then changed into uniform.

The correct Answer is B, because swiping in five minutes after the beginning of the tour is allowable, but he is still expected to be at his post by 8:30 A.M.

Choice A is not correct because the time he swiped in was appropriate.

Choice C is not correct because swiping out ten minutes before the end of the tour is allowable.

Choice D is not correct because if he had reported to his post on arrival, he would not have been in uniform, as the policy states.

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 will be 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.

The following questions consist of three (3) sets of information in different typefaces (fonts). To answer the questions, you must compare the information in each of the three (3) sets and then select one of the following choices below that best describes the set.

Deming, Richard

Civil law at work

New York: McGraw-Hill

KF387.D39

Deming, Richard

Civil law at work

New York: McGraw-Hill

KF378.D39

Deming, Richard

Civil law at work

New York: McGraw-Hill

KF387.D39

- A. all three sets are exactly alike
- B. only the first and third sets are exactly alike
- C. only the second and third sets are exactly alike
- D. none of the sets are exactly alike

The correct Answer is B (only first and third sets are exactly alike). The information in second set, line 4 should be KF387 and not KF378.

Choice A is not correct, because in the second set, the code in line 4 is '378' and not '387' as in sets 1 and 3.

Choice C is not correct, because sets 2 and 3 are not identical because the code in line 4 is not the same.

Choice D is not correct because sets 1 and 3 are exactly alike.

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

Directions: Answer the questions based on the information contained in the following tables. Remember, all of the information needed to answer the questions correctly can be found in the tables. Complete the "Daily Breakdown of Cases" and "Summary of Cases" tables before you attempt to answer any of the questions.

| Daily Log of Cases - Thursday | | | |
|--------------------------------------|-------------------|---------------|--------------------|
| Judge | Date Filed | Status | Money Award |
| Abrams | 11/08/14 | Adjourned | X |
| Carter | 11/15/14 | Adjourned | X |
| Jones | 02/12/16 | Dismissed | X |
| Evans | 03/27/15 | Adjourned | X |
| Jones | 08/23/14 | Dismissed | X |

| Daily Log of Cases -Friday | | | |
|-----------------------------------|-------------------|---------------|--------------------|
| Judge | Date Filed | Status | Money Award |
| D'Amico | 07/13/14 | Settled | X |
| Evans | 05/09/15 | Settled | \$11,400 |
| Jones | 01/06/16 | Settled | \$15,444 |
| Abrams | 06/27/15 | Dismissed | X |
| Evans | 10/05/14 | Defaulted | X |
| D'Amico | 06/08/14 | Adjourned | X |
| Abrams | 07/18/15 | Settled | \$760 |
| Jones | 09/26/15 | Settled | X |

Some of the information in the table below has already been filled in. You must fill in the remaining cells of the table to answer the questions.

| Daily Breakdown of Cases (Thursday and Friday) | | | |
|--|----------|--------|-------------|
| CASE STATUS | Thursday | Friday | Total Cases |
| Dismissed | 2 | 1 | 3 |
| Adjourned | | | |
| Defaulted | | | |
| Settled-No Money Award | | | |
| Settled-Money Award | | | |
| Total Cases | | | |
| Cases Filed by Year | | | |
| 2014 | 3 | 3 | 6 |
| 2015 | | | |
| 2016 | | | |
| Total Cases | | | |

| Summary of Cases (Thursday and Friday) | | | | | | |
|--|------------------|------------------|------------------|-------------------------------|----------------------------|--------------------|
| Judge | <u>Status</u> | | | <u>Settled No Money Award</u> | <u>Settled Money Award</u> | <u>Total Cases</u> |
| | <u>Dismissed</u> | <u>Defaulted</u> | <u>Adjourned</u> | | | |
| Abrams | | | | | | |
| D'Amico | | | | | | |
| Evans | | | | | | |
| Carter | | | | | | |
| Jones | | | | | | |

SAMPLE QUESTION:

What was the total number of adjourned cases on Thursday?

- A. 2
- B. 3
- C. 5
- D. 8

The correct Answer is B – 3.

You could have answered this question by counting up all the cases in Thursday's "Daily Log of Cases" that said "Adjourned" in the "Status" column.

Alternatively, you could have looked in your completed "Daily Breakdown of Cases" table under "Thursday" and across from "Adjourned." It is recommended that you complete these tables before you begin answering the question to make it easier for you to answer more questions.

More sample questions may be accessed by clicking on the link below:

[Sample Questions](#)

Physical and Medical Requirements:

After candidates successfully pass the multiple-choice examination, physical, medical, and psychological examinations will be conducted to ensure that candidates are able to perform the duties of this position satisfactorily. The examinations will include a fitness test, medical and psychological evaluations and substance abuse screening. For further information about the current physical standards and screening process,

<http://ww2.nycourts.gov/careers/cot/screening.shtml> or

<http://ww2.nycourts.gov/careers/cot/index.shtml>

GRADING THE EXAM

In general, for multiple-choice exams, final scores are converted from raw scores (*number of questions answered correctly*) and placed on a scale that ranges from 0 to 100. The passing raw score (*number of questions answered correctly*) is determined after an exam is given and all the test results have been analyzed. A test taker must receive a scaled score of 70 in order to pass an examination. A scaled score of 70 may or may not be equivalent to 70% of the questions answered correctly on any exam. For example, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 65 questions correct in order to pass the exam, then 65 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam. Similarly, if an exam contains 100 questions and it's determined that a test taker needs to have gotten at least 80 questions correct in order to pass the exam, then 80 (the raw score), is converted to a scaled score of 70, and the test taker will receive a 70 on the exam.

The passing score is also in part determined by Rules of the of Chief Judge, §25.13:

The Chief Administrator of the Courts may authorize the use of any professionally recognized examination scoring and conversion methods, taking into consideration the type of examination, the examination difficulty, the size of the applicant population in relation to the number of positions to be filled, labor market conditions, or other factors which can affect the number of eligibles.