CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

TITLE: SENIOR SURROGATE'S COURT CLERK (JG-21) EXAM NUMBER: 55-820

EXAMINATION DATE

Saturday, March 18, 2023
The examination is a three hour, computer-based examination given at locations throughout NYS. Those employees who are regularly scheduled to work weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

DISTINGUISHING FEATURES OF WORK

Senior Surrogate's Court Clerks work in Surrogate's Courts in New York City and the Ninth and Tenth Judicial Districts where they perform specialized duties relating to Probate, administration, accounting, and other functional areas. Senior Surrogate's Court Clerks accept petitions and other court documents and review them for accuracy, completeness and sufficiency; may serve as assistant to the head of a department; may supervise a functional unit staffed by Court Assistants, court security and other subordinate personnel; may serve as part clerk; and perform other related duties as assigned.

LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System in New York City, the 9th Judicial District, Nassau County, and Suffolk County.

APPLICATION PROCESS

Applications for this examination must be filed on-line between **December 22, 2022 and January 19, 2023.** To access the application go to: Apply. Applicants must have an active e-mail address to complete the application process and to receive Self-Scheduling links and Result Notices. **An application is considered filed upon receipt of an Application ID Number at time of submission.**

SELF-SCHEDULING LINK

Applicants will be e-mailed a link on or about March 8, 2023 to self-schedule the examination. If you have not received a link by March 8, 2023, contact the Office of Court Administration at (212) 428-2580 or e-mail UnifiedCourtSystemExam@nycourts.gov. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, applicants must have current permanent* competitive class status in any competitive title in the Unified Court System by the end of filing date, **January 19, 2023.**

MINIMUM QUALIFICATIONS FOR APPOINTMENT

Successful candidates must have two (2) years of current permanent* competitive class service in the Unified Court System to be eligible for appointment.

*Pursuant to 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 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).

SENIOR SURROGATE'S COURT CLERK

Subject Of Examination

This is a multiple-choice examination designed to assess the following:

I. KNOWLEDGE OF SURROGATE'S COURT PROCEDURES AND LEGAL TERMINOLOGY:
These questions assess applicants' knowledge of Surrogate's Court Procedures in effect in the New York State Unified Court System as of December 31st, 2022, in the following areas:

a. The Surrogate's Court Procedure Act, including but not limited to Articles 1, 2, 3, 4, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17A, 18, 20, 21, 22, 23, 24, and 25; and articles of Civil Practice Law and Rules referred to therein.

b. Estates, Powers and Trusts Law, including but not limited to Articles 1, 2, 3, 4 and 5.

c. Uniform Rules for the New York State Trial Courts (22 N.Y.C.R.R.), Part 207 (Surrogate's Court).

II. ORGANIZING AND INTERPRETING WRITTEN MATERIAL:

This section assesses applicants' ability to organize and understand written material using the following two formats:

Format A: Applicants will be presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

Format B: Applicants will be presented with brief reading selections followed by questions that require the interpretation and/or application of the information presented in the reading selections to given situations. All of the information required to answer the questions will be provided in the selections. Applicants will not be required to have any prior knowledge relating to the content areas covered in the selections.

ISSUE DATE: DEC 22, 2022

INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. An active e-mail address is required to complete the application process and to receive Self-Scheduling Links and Result Notices. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered filed upon receipt of an Application ID Number at time of submission.

SENIORITY CREDITS: Successful applicants will have seniority credits added to the final score based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on 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 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 any applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the 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: Applicants who cannot be tested on a Saturday for religious reasons, must include 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/or answers from civil service examinations, or giving or taking test information from another applicant 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.

APPLICANTS SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 OR EXAMUNIT@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY MARCH 10, 2023.

The Unified Court System is an Equal Opportunity Employer.

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