



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

(Amended June 21, 2023)

**TITLE: SUPERVISING CLERICAL ASSISTANT II (JG-18)**

**EXAM NO.: 55-828**

### EXAMINATION DATE

This **3.5-hour**, computer-based examination will be administered at locations throughout NYS on **Saturday, October 14<sup>th</sup>**. \* Self-scheduling an examination is first come, first served and subject to availability. Specific times and test centers are not guaranteed. All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time. NYS Unified Court System employees who are regularly scheduled to work weekdays must take the exam on an available weekend date. 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.

\*If the number of applicants exceeds available capacity for 10/14/23, contingency testing will be scheduled for Saturday, 10/21/23. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

### DISTINGUISHING FEATURES OF WORK

Supervising Clerical Assistant II's are unit supervisors of a clerical, data entry, or processing unit staffed by seven or more subordinate personnel. They work with a substantial degree of independence and are responsible for working with court administrators to develop guidelines and standards for large back office operations. They are responsible for establishing work standards, training staff, identifying and correcting errors in documents, and resolving issues. Supervising Clerical Assistants II's are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, and administrative offices and auxiliary agencies in the Unified Court System.

### LOCATION OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System throughout New York State.

### APPLICATION PROCESS

Applications for this examination must be filed on-line during the filing period, which will begin at **10 A.M. on Tuesday, July 11, 2023 and end on Thursday, August 10, 2023**. 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 Wednesday, September 20, 2023 to self-schedule the examination. If you have not received the link by Thursday, September 21, 2023, please contact the Office of Court Administration at (212)-428-2580 or email [UnifiedCourtSystemExam@nycourts.gov](mailto: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, by the examination date, current permanent\*\* competitive class status in any title within the Unified Court System.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

To be eligible for appointment, successful candidates must have, at the time of appointment, two (2) years of permanent\*\* competitive class service in any title within the Unified Court System.

\*\*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).

## **SUPERVISING CLERICAL ASSISTANT II**

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

### **1. 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, among four alternatives, the word or phrase that best fits in each of the spaces. Applicants are not required to have any prior knowledge relating to the content areas covered in the selections.

### **2. 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. Each question contains a brief paragraph that describes a regulation, policy, or procedure similar to what a Supervising Clerical Assistant may encounter on the job and apply this information to a particular situation. All of the information required to answer the questions is contained in the passages and in the description of the situation.

### **3. 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.

### **4. PREPARING WRITTEN MATERIAL**

**Format A:** These questions assess applicants' ability to present information accurately and clearly and to organize written information logically and comprehensibly. Applicants are presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

**Format B:** 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.

### **5. LEGAL TERMINOLOGY**

These questions assess applicants' knowledge of basic legal terminology Supervising Clerical Assistants encounter in their daily work.

### **6. SUPERVISION AND OFFICE MANAGEMENT**

These questions assess applicants' supervisory and management skills to direct activities of a clerical operations unit in such areas as: organizing and planning work assignments, orienting and training employees, communicating in an office setting, performance evaluation, dealing with the public and resolving situations typically encountered by a supervisor. Applicants are presented with hypothetical situations that Supervising Clerical Assistants typically encounter in their daily work. Applicants are required to select the best alternative to address each situation.

## **7. SCHEDULING AND STAFF MANAGEMENT**

These questions assess applicant's ability to schedule and coordinate assignments for a data recording operation. Applicants are presented with information regarding the duties and responsibilities of a supervisor/manager in a hypothetical situation with a specific set of rules and procedures. Applicants are required to organize and apply this information to answer questions related to scheduling and staffing requirements.

**INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY**

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An e-mail address is required to complete the application process and to receive Self-Scheduling Links and Result Notices. Applicants are not permitted to use/share another applicant's e-mail address when submitting an application. An application is considered successfully 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. Seniority credits are computed up to the scheduled date of the examination, October 14, 2023.

**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 veteran credits are granted, eligibles will have an option to waive them any time prior to appointment.

**VERIFICATION OF QUALIFICATIONS:** The Office of Court Administration may refuse to examine an applicant, or after examination, to include an applicant 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 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) at (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 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, 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 SEPTEMBER 21, 2023.**

**The Unified Court System is an Equal Opportunity Employer.**