



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: COURT CLERK (JG-20)

EXAM NUMBER: 55-839

**EXAMINATION
DATE**

This 3.5-hour, computer-based examination will be administered at locations throughout New York State on **Saturday, November 16, 2024**. 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. Employees who are regularly scheduled to work weekends shall be granted an alternate weekend date or 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**

Court Clerks work in the Court of Claims; Supreme and County Courts in counties with two or more full-time County Court Judges or one full-time County Court Judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; Family Courts with two or more full-time Judges; and city and district level courts with six or more full-time Judges. Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignment system and other parts. Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

**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 Judicial Districts 3 through 8.

**APPLICATION
PROCESS**

Applications for this examination must be filed on-line between **10 A.M. Wednesday, July 31, 2024 and Thursday, August 29, 2024**. 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.** Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: no-reply@panpowered.com.

**SELF-
SCHEDULING
LINK**

Applicants will be e-mailed a link on or about Wednesday, October 30, 2024 to self-schedule the examination. If you have not received a link by Thursday, October 31, 2024, please contact the Office of Court Administration at (212) 428-2580 or e-mail nycucs_support@talogy.com. **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, candidates must have current permanent** competitive class status in any competitive title in the Unified Court System by the examination date, November 16, 2024.

**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).

SUBJECT OF EXAMINATION FOR COURT CLERK (JG-20)

The examination for Court Clerk is promotional and consists of **90** multiple-choice questions. This examination is given in conjunction with the Senior Court Clerk Examination.

This multiple-choice examination is designed to assess applicants' knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of **May 31, 2024**. The list below reflects the subject of examination, as set forth in:

1. Civil Practice Laws and Rules - Articles 2, 3, 4, 5, 10, 11, 21, 22, 23, 30, 32, 34, 40, 41, 42, 43, 44, 50, 52, 55, 70, and 78 and any other statutes, rules and court procedures referred to therein;
2. Criminal Procedure Law - Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 210, 220, 260, 270, 280, 300, 310, 320, 330, 350, 360, 380, 390, 410, 420, 430, 440, 500, 510, 520, 530, 720, 722, 725 and 730 and any other statutes, rules and court procedures referred to therein;
3. Penal Law - Articles 10, 55 and 80 and any other statutes, rules and court procedures referred to therein;
4. Family Court Act - Articles 1 (Parts 1, 5, 6, 7), 2 (Parts 1, 2, 4, 5, 6), 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5-B, 6, 7, 8, 10, and 11 and any other statutes, rules and court procedures referred to therein;
5. Other laws and statutes including:
 - a. Uniform Rules for the New York State Trial Courts - Parts 200 (Sections 1-9), 202 (Sections 2, 3, 5, 6, 8, 9, 12, 13, 16, 19, 21, 22, 26, 27, 28, 33, 42, 48, 56, 70), and 205 (Sections 2-5, 7-11, 14, 15, 17, 24-26, 29, 34-37, 42-44, 49, 51-53, 59, 62, 64-66, 80, 81, 85);
 - b. Real Property Actions and Proceedings Law - Article 7;
 - c. Domestic Relations Law - Article 5-A;
 - d. Vehicle and Traffic Law - Sections 511, 1192 and 1193;
 - e. Mental Hygiene Law - Articles 10, 81.

INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

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

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, November 16, 2024.

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 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 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 NYCUCS_SUPPORT@TALOGY.COM IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY OCTOBER 31, 2024.

The Unified Court System is an Equal Opportunity Employer.