



# **PRESS RELEASE**

**New York State  
Unified Court System**

**Hon. Joseph A. Zayas  
Chief Administrative Judge**

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**[www.nycourts.gov/press](http://www.nycourts.gov/press)**

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## **NY Courts Seek Applicants for Court Assistant Positions Statewide**

**NEW YORK**—Chief Administrative Judge Joseph A. Zayas today announced that the New York State court system is seeking applicants for Court Assistant positions across the State and will be administering the NYS Court Assistant Examination at test centers statewide between Wednesday, October 11, 2023 and Wednesday, November 1, 2023. To take the exam, applicants must file by Thursday, August 10, 2023 using the link on the NYS Courts Careers website (<https://ww2.nycourts.gov/careers/exams.shtml>). Applicants will receive a self-scheduling link to schedule the exam appointment.

Serving in Supreme, County, District, City and other courts throughout New York, Court Assistants perform clerical tasks related to courtroom proceedings. They may also work outside of the courtroom, providing procedural information and supervising court support staff in activities such as intake of papers, among other duties. NYS Court Assistants have opportunities to grow and advance through the competitive testing process.

The starting salary for NYS Court Assistants for 2023 is \$54,768 to 59,403, depending on location. Along with competitive pay, other benefits include:

- A regular work schedule
- 20 paid vacation days the first year (increasing to 27 paid vacation days after seven years)
- 13 paid holidays annually
- Excellent health insurance and retirement benefits
- Promotional opportunities

To qualify to become a Court Assistant in New York State you must:

- Apply by August 10, 2023 and take the NYS Court Assistant Exam (JG-16) between October 11, 2023 and November 1, 2023
- Have a high school diploma or equivalent AND two (2) years of clerical experience\* OR four years of clerical experience  
*\*30 college credits may be substituted for each year of work experience*
- Be a U.S. citizen and New York State resident to be appointed as a Court Assistant in New York City and the counties of Dutchess, Orange, Putnam, Rockland, Westchester, Nassau and Suffolk

“The New York State court system offers rewarding career options, competitive salaries and excellent benefits for those considering a career in public service. We are committed, systemwide, to achieving and maintaining a diverse, inclusive work environment and encourage qualified candidates from all backgrounds who are interested in this exciting career opportunity to apply to take the NYS Court Assistant exam,” said Chief Administrative Judge Zayas.

“As the mission of the court system’s Office of Diversity and Inclusion states, ‘diversity contributes to the myriad perspectives, approaches, talents and aspirations court employees bring to their work.’ It is imperative that we cast as wide a net as possible to recruit qualified applicants for Court Assistant openings and all available career opportunities throughout the court system,” said Tony Walters, Director of the Office of Diversity and Inclusion.

Information about the exam/application process is available at:

<https://ww2.nycourts.gov/careers/exams.shtml>

To learn more about New York State court system career opportunities, go to:

[www.nycourts.gov/careers](http://www.nycourts.gov/careers)

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