



# **PRESS RELEASE**

New York State  
Unified Court System

Hon. Joseph A. Zayas  
Chief Administrative Judge

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## **NY Courts Seek Applicants for Law Library Clerk, Law Library Assistant Positions Statewide**

**NEW YORK**—Chief Administrative Judge Joseph A. Zayas today announced that the New York State court system is seeking applicants for Law Library Clerk and Law Library Assistant positions across the State and will be administering both the NYS Law Library Clerk Examination and the Law Library Assistant Examination at test centers statewide on **Saturday, November 18, 2023**. To take either exam, applicants must file, beginning **10:00 AM on Wednesday, August 16, 2023 through Thursday, September 14, 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.

### **LAW LIBRARY CLERK (JG-14)**

Law Library Clerks perform a variety of clerical duties in a law library that may also include the lead responsibility of a library with limited scope or subject specialization that serves five or more full-time (or the equivalent) judges, law clerks and court attorneys.

The starting salary for NYS Law Library Clerks for 2023 is \$48,943 to \$53,578, 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 be eligible to take the *Law Library Clerk Examination*, applicants must by the date of the exam (November 18, 2023) possess a high school diploma or equivalent and two years of clerical experience in a library, such as a public, law firm, private or non-profit organization, academic or research institution library.

### **LAW LIBRARY ASSISTANT (JG-16)**

Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest-level library staff member in a library that has at least one specialized collection and serves ten or more full-time (or the equivalent) judges, law clerks and court attorneys. Duties may include operating library computerized research and cataloguing systems; organizing and maintaining the reference collection; applying library policy; reviewing and evaluating requests for information; and supervising law library and other clerical personnel.

The starting salary for NYS Law Library 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 be eligible to take the *Law Library Assistant Open-Competitive Examination*, applicants must by the date of the exam (November 18, 2023) have a certificate from an ABA-approved paralegal program; or an Associate's Degree from an accredited college and two years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department; or a high school diploma or the equivalent and three years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department.

To be eligible to take the *Law Library Assistant Promotional Examination*, applicants must have current permanent competitive class status in the Law Library Clerk title by the examination date (November 18, 2023).

"We encourage candidates across the State and beyond who possess the respective job qualifications to apply to take either the NYS Law Library Clerk or NYS Law Library Assistant exam. The Law Library Clerk and Law Library Assistant openings are among the many rewarding job opportunities currently available within the New York State Unified Court System, which is strongly committed to achieving and maintaining a work environment that reflects the rich diversity and inclusiveness of this great state. We invite members of our court family, New York's legal community and the public to learn more about the exam and application process, and to view the court system's current openings statewide ([www.nycourts.gov/careers](http://www.nycourts.gov/careers)) and share this information with others who may have an interest in a public service career," said Chief Administrative Judge Zayas.

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