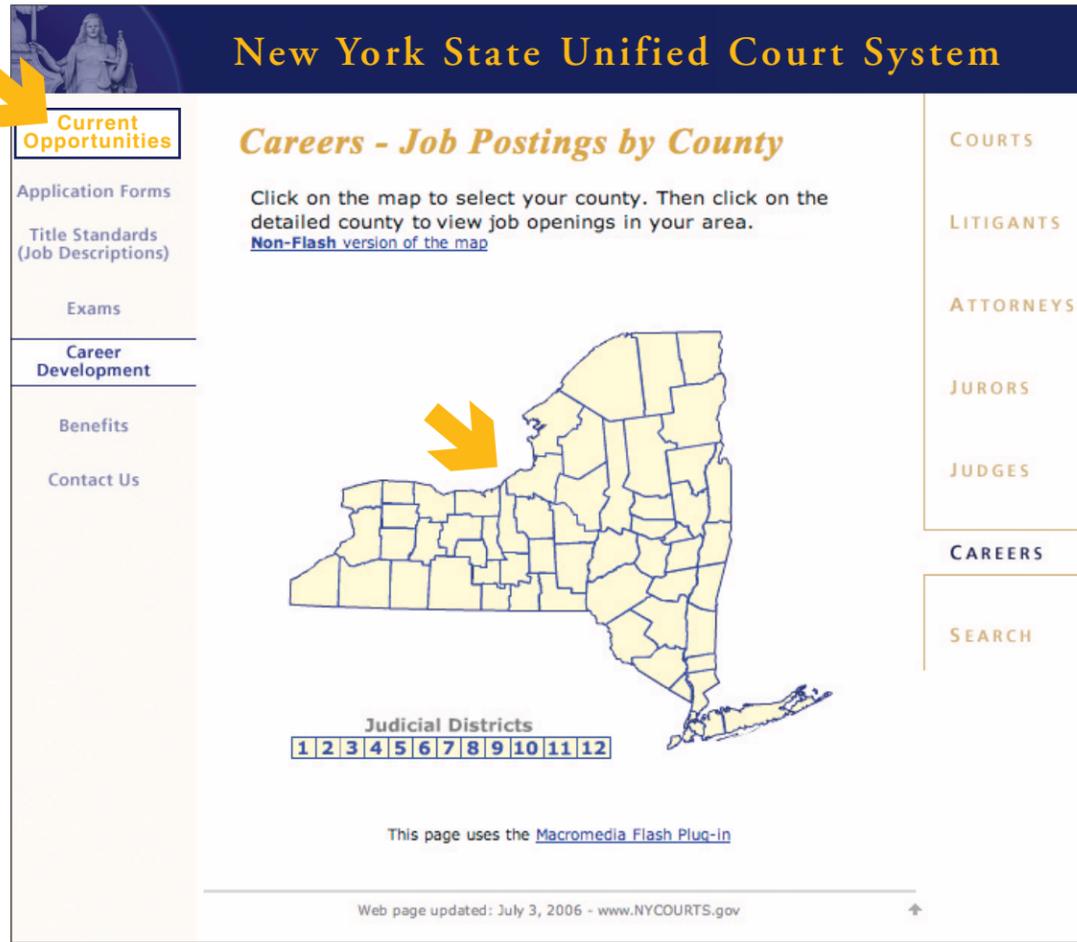


job postings by county:

- For administrative purposes, the New York State court system is divided geographically into 12 judicial districts, each covering several counties. The administrative office for each district oversees the hiring process for all of the counties in that district. In the five boroughs of New York City, each major court has its own administrative office, with responsibility for the hiring process.



OTHER FEATURES YOU'LL FIND AT www.nycourts.gov

NEED HELP NAVIGATING THE COURTS?

Visit www.nycourts.gov/courthelp for court forms, information about court procedures, answers to frequently asked questions and more.

- CALENDAR OF EVENTS:**
news of local court events throughout the state open to the public-
www.nycourts.gov/calendar
- HISTORICAL SOCIETY OF THE COURTS OF THE STATE OF NEW YORK:**
documents, images and materials of importance to the State's legal history-
www.nycourts.gov/history
- PUBLIC INFORMATION:**
court publications, press releases, events calendar, educational tools for students, teachers and the general public-
www.nycourts.gov/community_outreach
www.nycourts.gov/youth

www.nycourts.gov/careers

A Guide to the WEBSITE:

Careers in the New York State Courts



How to Access Online Information

www.nycourts.gov/careers



The New York State Unified Court System

has produced this brochure to highlight the "Careers" section of the Court System website. Information regarding current job openings, examinations and benefits is available. This brochure is intended to summarize the contents of the website and to help users navigate the site efficiently. We want to help you find the job that's right for you in the UCS.

www.nycourts.gov/careers

- For current job and examination information, we encourage interested applicants to visit the website at www.nycourts.gov/careers

New York State Unified Court System

Careers

Welcome, and thank you for considering a career with the New York State Unified Court System. Our mission is to promote the rule of law, and to serve the public by providing just and timely resolution of all matters before the courts.

The court system is a large and diverse organization with almost 1,200 judges. The nonjudicial workforce is the backbone of the court system. Our employees work in offices, courtrooms and court agencies at over 300 separate sites spread throughout all 62 counties of the State.

New York State Unified Court System

Current Opportunities

Current Opportunities

It is the policy of the UCS to ensure equal employment opportunity for all employees and applicants for employment, without regard to race, color, national origin, religion, creed, sex (including freedom from sexual harassment), sexual orientation, age, marital status, disability, or, in certain circumstances, prior criminal record.

View jobs by: [County](#) | [Upstate Map](#) | [NYC Area Map](#)

Jobs Statewide
Including Clerkship & Legal Fellows Programs

Search All Jobs:

current opportunities:

- This section of the website allows users to search for available positions by location—according to a specific county, New York City, Upstate New York or statewide. Simply click on an item to search for jobs in that location.

careers in the courts:

- This section of the website provides detailed information about a range of positions which may be available within the state court system. To utilize this section, click on the job series category which interests you from the group below. Once you view a job series, the "title standard for a position in that series will appear. The title standard will detail information about salary grade, typical duties and qualifications for a particular position.

Please note, for actual, current positions, please go back to the "current opportunities" section of this website.

New York State Unified Court System

Careers

Careers in the Courts

The court system offers a wide variety of positions which require different skills and abilities. We are looking for employees with enthusiasm and professionalism, who are committed to providing quality service to the public.

Most job titles are grouped into a "job series." Within a job series, you can move up from an entry-level position to a higher-level position through examinations and other promotional opportunities. You can also move into a different job series if you meet certain minimum qualifications. Among the different job series are the following:

- Court Attorney**
Court Attorneys work independently researching and analyzing complex legal issues and questions arising in court cases.
- Court Clerk**
Court clerks may be assigned to work in courtrooms or back-office support units where they perform a variety of tasks, including calling the calendar, preparing written correspondence and examining court documents to ensure accuracy.
- Court Interpreter**
Court Interpreters provide verbatim interpreting between English and another language in the courtroom and other settings. They also translate written documents.
- Court Officer**
Court Officers are responsible for providing security and maintaining order in court buildings and courtrooms. They are peace officers and may be required to carry firearms.
- Court Reporter**
Court Reporters are responsible for the verbatim recording and transcribing of testimony in the courts.
- Law Librarian**
Law Librarians provide a variety of professional library services including maintaining and evaluating library systems and performing legal research.
- Office Clerical**
Office clericals perform a variety of clerical and administrative support tasks, including checking, sorting and filing court papers, carrying out keyboarding functions and other general office work.
- Technology**
Technology staff perform a wide variety of tasks including applications programming, systems analysis, user training, and computer maintenance.

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Web page updated: August 3, 2006 - www.NYCOURTS.gov

exams:

New York State Unified Court System

Exams

Announcements

- [Law Librarian #45-738 \(Open-Competitive\)](#)
- [Senior Law Librarian #45-739 \(Open-Competitive\)](#)
- [Senior Law Librarian #55-739 \(Promotional\)](#)
- [Court Reporter \(Open-Competitive\)](#)

Spring 2007 Exam Schedule

Notice to those who took the NYS - Court Officer Trainee Exam (#45-722):
Please be advised that the eligible list for the NYS Court Officer Trainee was established on July 6, 2006. The Notices of Exam Results were mailed to all candidates. For further information, please contact the Exam Unit at (212)428-2580.

General Examination Information

Types of Examinations

Open-Competitive Examinations are open to all qualified applicants, including the general public, and employees of the Unified Court System who meet the minimum qualifications described in the examination announcement.

Promotion Examinations are limited to employees of the Unified Court System who meet the minimum qualifications described in the examination announcement.

Filing Fees

A non-refundable filing fee is charged for all open-competitive examinations. An exception to the fee requirement is made for employees of the Unified Court System and those who meet other requirements set forth on the examination announcement.

- This section of the website provides information regarding positions which require a civil service examination. This section will highlight current employment positions requiring upcoming examinations as well as the current seasonal examination schedule.

application forms*:

- Application forms are available to assist in your employment search. To access the application forms, your computer must have an Adobe Reader capability. While on the website, simply go to the chart below, click on the applicable "PDF Type" and the application form will appear.

New York State Unified Court System

Application Forms

Certain positions within the court system (such as a Court Officer) require a written test. These exams are scheduled for particular times throughout the year. The NYS Unified Court System (UCS) classifies such positions as **Competitive**.

If you are interested in filing for a competitive examination, please fill out either the open-competitive (for members of the general public), Examination application (UCS-19), or the promotional (for court employees) Examination application (UCS-20).

If you are interested in non-competitive positions (positions that do not require written tests) in the NYS Unified Court System, please fill out the non-competitive applications (UCS-5) and the EEO Data Collection form.

Title	PDF Type
Open-competitive Examination Application (for general public) <i>(Please use this form if the position you are applying for requires a mandatory written test/exam).</i>	Fillable* (UCS-19)
Promotional Examination Application (for UCS employees)	Fillable* (UCS-20)
Non-competitive Application (for general public and UCS employees)	Fillable* (UCS-5)
Language Skills Screening Application Registry of Voucher Paid Court Interpreters (see also, Candidate Guide)	Fillable*
EEO Form (Equal Employment Opportunity Data Collection)	Non-Fillable**

***Fillable PDF Forms:** Can be filled out online, then printed and mailed in. Requires latest version of Acrobat Reader.

****Non-fillable PDF Forms:** Can be downloaded, printed and then filled out manually.

** Please note, at this time, the application forms must be completed, printed and mailed.*