



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## PROMOTION EXAMINATION

**TITLE: SUPERVISING COURT OFFICE ASSISTANT (JG-16)**

**EXAM NO: 55-800**

**EXAMINATION  
DATE**

This examination will be administered throughout New York State on **October 7, 2017**.

**DISTINGUISHING  
FEATURES OF  
WORK**

Supervising Court Office Assistants are unit supervisors of a clerical or processing unit staffed by three or more subordinate personnel, or are assistant supervisors within a large unit supervised by higher level personnel. Supervising Court Office Assistants work with a substantial degree of independence on a variety of office clerical and administrative tasks. Supervising Court Office Assistants may perform incidental keyboarding of information, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, or as supervisors of central jury rooms, and perform other related duties. Supervising Court Office Assistants are located in courts of every jurisdiction, Country Clerks' and Commissioners of Jurors' Offices, law libraries, 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 **ELECTRONICALLY no later than July 5, 2017**. To access the application go to: [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). Applicants must have a working e-mail address to complete the application process and to receive Admission and Result Notices. An application is considered successfully filed upon immediate receipt of an Application ID Number. **Be sure to** add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: [UnifiedCourtSystemExam@nycourts.gov](mailto:UnifiedCourtSystemExam@nycourts.gov).

**ADMISSION  
NOTICE**

**Admission notices will be e-mailed to all applicants on or about September 12, 2017.** If you have **not** received an admission notice, e-mail the Office of Court Administration at [CivilServiceAdmin@nycourts.gov](mailto:CivilServiceAdmin@nycourts.gov) no later than September 25, 2017. Late requests for duplicate admission notices may not be honored.

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

To be eligible to compete in this examination, candidates must, by the examination date, October 7, 2017, have current permanent\*\* competitive class status in any of the titles:

Administrative Services Clerk	Office Clerical Assistant*
Court Office Assistant	Principal Office Stenographer*
Court Office Assistant(Keyboarding)	Senior Court Office Assistant
Court Revenue Assistant	Senior Court Office Assistant (Keyboarding)
Data Entry Supervisor*	Senior Data Entry Clerk*
Data Recording Assistant	Senior Data Recording Assistant
Law Stenographer	

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**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, successful candidates must have, at the time of appointment, one (1) year of permanent\*\*, competitive class service in the titles of Administrative Services Clerk, Court Revenue Assistant, Data Entry Supervisor\*, Law Stenographer, Principal Office Stenographer\*, Senior Data Recording Assistant, Senior Court Office Assistant, or Senior Court Office Assistant (Keyboarding).

**Or**

Two (2) years of permanent\*, competitive class service in the titles of Court Office Assistant, Court Office Assistant (Keyboarding), Data Recording Assistant, Office Clerical Assistant\*, or Senior Data Entry Clerk\*.

\*\*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**

This written examination will be multiple-choice and will assess the following:

### **1. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL**

These questions assess applicants' ability to understand brief written passages. Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be required to select, among four alternatives, the word or phrase that best fits in each of the spaces. Applicants will not be 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. Applicants are presented with a regulation, policy or procedure similar to what a Court Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. 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 will be 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 will be 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 will be 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 Court Office 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 problem situations encountered by a supervisor. Applicants will be presented with hypothetical situations that court assistants typically encounter in their daily work.

Applicants will be required to select the best alternative to address each situation.

## INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://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.

**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 candidate 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 [CIVILSERVICEADMIN@NYCOURTS.GOV](mailto:CIVILSERVICEADMIN@NYCOURTS.GOV) NO LATER THAN SEPTEMBER 25, 2017 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE. LATE REQUESTS FOR DUPLICATE ADMISSION NOTICES MAY NOT BE HONORED**

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

ISSUE DATE: May 30, 2017