



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: LAW LIBRARY ASSISTANT (JG-16)

EXAMINATION NUMBER: 55-790

**STARTING
SALARY**

The starting salary for this title, depending on location/negotiating unit, is \$44,504 or \$46,301. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive \$1,848 in annual location pay.

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **October 24, 2015**.

**DISTINGUISHING
FEATURES OF
WORK**

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 (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library-specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and 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 throughout New York State.

**APPLICATION
PROCESS**

Applications for this examination must be filed **ELECTRONICALLY no later than September 9, 2015**. To access the application go to: 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. Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: UnifiedCourtSystemExam@nycourts.gov.

**ADMISSION
NOTICE**

Admission notices will be e-mailed to all applicants on or about October 14, 2015. Contact the Office of Court Administration at (212) 428-2580 or e-mail CivilServiceAdmin@nycourts.gov (7) days prior to the examination date, October 17, 2015, if an Admission Notice has not been received.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must have, by the date of the written examination, October 24, 2015, current permanent** competitive status as a Law Library Clerk.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

Successful candidates must, at the time of appointment, have one (1) year of current permanent** competitive class service as a Law Library 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).

Issue date: August 5, 2015

SUBJECT OF EXAMINATION

The written examination is comprised of multiple-choice questions with an accompanying resource booklet and is designed to assess the following areas:

Written Communication - These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. The following formats are used to assess this ability:

Format A: Applicants are required to read sentences and identify the option that is in accordance with the rules of standard English grammar and usage, punctuation, sentence structure, and/or spelling.

Format B: Applicants are presented with several sentences and must select the sequence that most effectively organizes the sentences into a coherent and logical paragraph.

Format C: Applicants are presented with several sentences and must select the option that most effectively conveys the information (meaning) presented in the given sentences.

Library Record Keeping - These questions assess applicants' ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library purchasing and inventory control systems. No previous knowledge of library record keeping is needed to answer these questions. All of the data and rules needed to answer these questions are provided. Some simple arithmetic computations may be required.

Knowledge of Library Technical Services and Bibliographic Records - These questions assess applicants' basic knowledge of library technical services and bibliographic records. Applicants are required to review bibliographic records and answer questions about them.

Knowledge of Legal Reference Materials and On-line Searching - These questions assess applicants' knowledge of basic legal reference sources and commonly used legal on-line searching techniques. Applicants are required to demonstrate their knowledge of legal citations, sources of on-line information, and general search strategies. There will be an emphasis on New York State materials.

Knowledge of Legal Terminology - These questions assess applicants' understanding of the terms that are commonly used in law libraries when providing reference services or conducting legal research. Applicants are required to identify the correct meaning of legal terms, distinguish between similar legal terms, and demonstrate their overall knowledge of legal words and phrases that are library-related.

Issue date: August 5, 2015

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.

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 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE OCTOBER 24, 2015.

The Unified Court System is an Equal Opportunity Employer.