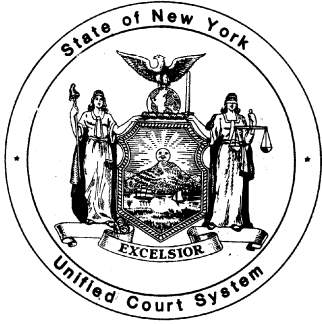


# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION

**TITLE: SENIOR COURT CLERK (JG-21)**

**EXAM NUMBER: 55-803**

**EXAMINATION  
DATE**

This examination will be administered throughout New York State on **March 24, 2018**.

**DISTINGUISHING  
FEATURES OF  
WORK**

Senior Court Clerks are assigned to courts in New York City, Nassau County, Suffolk County, and the Ninth Judicial District. Senior Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignment system and other parts. As part clerks, Senior Court Clerks are responsible for the supervision of uniformed court personnel who have peace officer status and who guard prisoners and maintain security in the courtroom. Senior Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Senior Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other 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 in New York City, the 9<sup>th</sup> Judicial District, Nassau County, and Suffolk County.

**APPLICATION  
PROCESS**

Applications for this examination must be filed **ELECTRONICALLY no later than February 8, 2018**. 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. Please 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 March 14, 2018. If you have **not** received an admission notice by this date, contact the Office of Court Administration at (212) 428-2580 or e-mail [ExamUnit@nycourts.gov](mailto:ExamUnit@nycourts.gov) (7) days prior to the examination date, March 24, 2018.

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

To be eligible to compete in this examination, candidates must have current permanent\* competitive class status in any competitive title in the Unified Court System by the examination date, March 24, 2018.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

Successful candidates must have two (2) years of current permanent\* competitive class service in the Unified Court System to be eligible for appointment.

\*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 designed to assess knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of November 30th, 2017, as set forth in:

1. Civil Practice Laws and Rules - Articles 1, 2, 3, 4, 5, 6, 9, 10, 11, 12, 20, 21, 22, 23, 24, 30, 32, 34, 40, 41, 42, 43, 44, 50, 52, 55, 63, 70, 78 and 80 and any other statutes, rules and court procedures referred to therein;
2. Criminal Procedure Law - Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 210, 216, 220, 260, 270, 280, 300, 310, 320, 330, 350, 360, 380, 390, 410, 420, 430, 500, 720, 725 and 730 and any other statutes, rules and court procedures referred to therein;
3. Penal Law - Articles 10, 55 and 80 and any other statutes, rules and court procedures referred to therein;
4. Family Court Act - Articles 1 (Parts 1, 5, 6, 7), 2, 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5-B, 6, 7, 8, 10, 10-A, 10-C and 11 and any other statutes, rules and court procedures referred to therein;
5. Other laws and statutes including:
  - a. Uniform Rules for the New York State Trial Courts - Parts 200 (Sections 1-9), 202 (Sections 2, 3, 5, 6, 8, 9, 12, 13, 21, 22, 26, 27, 28, 42, 44, 48, 56, 67), and 205 (Sections 2-5, 7-11, 14, 15, 17, 24-26, 29, 34-37, 42-44, 48, 49, 51-53, 57-59, 62-66, 80, 81, 85)
  - b. Real Property Actions and Proceedings Law - Article 7;
  - c. Domestic Relations Law - Articles 3 (Section 15), 5-A
  - d. Social Services Law - Section 384-C;
  - e. Vehicle and Traffic Law - Sections 510, 511, 1192 and 1193.
  - f. Mental Hygiene Law - Article 10

ISSUE DATE: JANUARY 4, 2018

## 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 [EXAMUNIT@NYCOURTS.GOV](mailto:EXAMUNIT@NYCOURTS.GOV) IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE MARCH 24, 2018.**

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

ISSUE DATE: JANUARY 4, 2018