

New York State Court Officer-Trainee Frequently Asked Questions (FAQs)

1. When will the NYS Court Officer-Trainee Examination 45-784 be administered?

Examination 45-784 will be administered Saturday, October 18, 2014 and Saturday, December 13, 2014. You will be assigned and scheduled for only one of the dates.

2. When can I apply to take the NYS Court Officer-Trainee Examination?

Between June 19, 2014 and August 14, 2014. Applications must be filed on-line at www.nycourts.gov/careers/cot/index.shtml.

3. Is there a fee to apply for the NYS Court Officer-Trainee Examination?

Yes. There is a **non-refundable** application fee of **\$30.00**. Payment must be made using a credit card or reloadable debit card. If you are unemployed and primarily responsible for the support of a household or receiving public assistance, including Supplemental Social Security payments, SNAP and Medicaid, you are eligible for a fee waiver. To request a fee waiver, select the fee waiver option in the payment section and provide your case number.

4. Will I receive a confirmation that my application was received?

Yes. You will receive an automated confirmation acknowledging successful submission of your application.

5. When will I receive my Admission Notice?

Beginning September 23, 2014, Admission Notices will be e-mailed to the e-mail address you provided on the application. If you do not receive an Admission Notice by October 5, 2014, you must contact coexams@nycourts.gov.

6. Where will the NYS Court Officer-Trainee Examination be administered?

The examination will be administered throughout New York State. You will be assigned to a test center.

7. How much time will I need to spend at the test center?

You should plan to spend **at least** four hours at the test center.

8. When will I be notified of my examination results?

Examination results will be e-mailed to you seven to nine months following the December 13, 2014 examination.

9. Can the court system recommend a study guide or examination preparation course?

The court system does not recommend study guides or provide any examination preparation courses. However, [sample examination questions](#) and [examination preparation suggestions](#)

10. Do I need to take the examination if I passed the NYS Court Officer-Trainee Examination 45-758 administered in 2009, and I am currently on an eligible list, but I have not been appointed?

It is anticipated that eligible list from the October and December 2014 Examination 45-784 will be established during Spring 2015. Once the new eligible list is established, the old eligible list (from the 2009 Examination 45-758) will no longer be active.

11. How long will the new eligible list 45-784 be valid?

Eligible lists are valid for 4 years and may be extended for 1 additional year.

12. If I pass the examination, am I guaranteed a job?

No. The eligible list is canvassed based upon the needs of the courts. The list is canvassed by grade in rank order. There is no guarantee a particular grade/rank will be reached. Following canvassing, and before acceptance into the New York State Court Officers Academy, applicants must successfully complete the following:

- Medical Examinations
- Physical Ability Testing
- Psychological Assessment
- Background Investigation

13. What qualifications must I have to be appointed as a NYS Court Officer-Trainee?

The minimum qualifications at the time of appointment include:

- 18 years old
- High School Diploma or equivalent
- United States Citizen
- New York State Resident
- New York State Driver's License

Qualifications are subject to change.

14. Must I be 18 years old to take the NYS Court Officer-Trainee Examination?

No. You must be 18 years old at the time of appointment.

15. What is the salary of a NYS Court Officer-Trainee?

A New York State Court Officer-Trainee enters the Academy at Judicial Grade 14. After successful completion of a two-year traineeship, court officers automatically promote to Judicial Grade 18. The starting salary and maximum salary varies depending upon the location of the position, the applicable collective bargaining agreement and the candidate's state service. Appointees in New York City, Nassau, Suffolk, Rockland and Westchester Counties receive \$3,697 in annual location pay. Appointees in Dutchess, Orange and Putnam Counties receive \$1,848 in annual location pay. There is an annual uniform allowance.

16. I am currently in the military and will be deployed and unavailable on the examination date. What can I do?

Military personnel who anticipate being deployed during the examination date should file an application and e-mail coexams@nycourts.gov advising that they are on active duty and unable to compete on the October 18 or December 13, 2014 examination dates. Pursuant to New York State Military Law Section 243, upon discharge from active duty applicants have 90 days to notify the Examination Unit of their desire to be tested. Testing arrangements will be made provided eligible list 45-784 is active.

17. Where can I obtain more information about becoming a NYS Court Officer-Trainee?

Information regarding the process for becoming a New York State Court Officer-Trainee and the examination process is available at www.nycourts.gov/careers/cot/index.shtml.

18. What if I have a question or need more information about the NYS Court Officer-Trainee Examination application process.

Questions regarding the NYS Court Officer-Trainee Examination application process can be emailed to coexams@nycourts.gov .