



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: COURT ASSISTANT

EXAMINATION NUMBER: 45-762

**STARTING
SALARY**

Court Assistant is graded at JG-16. Effective April 1, 2010, the hiring rate is \$44,504. In addition, appointees in New York City, Nassau, Rockland, Suffolk, and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam counties receive \$1,848 in annual location pay.

APPLICATION FEE

A **\$30.00 NON-REFUNDABLE** application fee is being charged to file for this examination. **Application and fee must be ELECTRONICALLY filed at <https://iapps.courts.state.ny.us/OC/>. Paper applications will not be accepted for filing.** An email address and credit or debit card are required for successful filing.

**ELIGIBLE LIST AND
LOCATION OF
POSITIONS**

The eligible list resulting from this examination will be used to fill positions in the Unified Court System throughout New York State. The examination, which will be held on a state-wide basis, is open to all qualified candidates, whether employees of the Unified Court System or members of the general public.

**MINIMUM
QUALIFICATIONS**

By the close of filing, July 13, 2010, candidates are required to have: High School diploma or the equivalent and two (2) years of clerical experience; or four (4) years of clerical experience. Thirty (30) college level credits may be substituted for each year of work experience.

CITIZENSHIP

Candidates must be United States Citizens at the time of appointment.

RESIDENCE

Candidates must be residents of New York State at the time of appointment.

BENEFITS

Unified Court System employees receive 20 days of paid vacation during their first year of service in addition to 12 paid holidays. They also accrue 13 days of paid annual sick leave. Participation in medical, dental, life insurance and retirement plans is offered.

**Examination is scheduled to be
held October 23, 2010**

**Applications must be ELECTRONICALLY
submitted no later than July 13, 2010**

**DISTINGUISHING
FEATURES
OF WORK**

Court Assistants serve as part clerks in: Supreme Courts; all County and District level courts; those City Courts with three or more full-time judges; and the Civil Court of the City of New York. As part clerks, they work under the supervision of higher level court clerical personnel, Chief Clerks, Commissioners of Jurors, or County Clerks and perform court clerical tasks directly related to court proceedings. Court Assistants may also work outside of the courtroom in these same courts, in other New York City courts, or in the Court of Claims, where they provide procedural information, supervise units staffed by subordinate personnel engaged in court support activities such as intake of papers or docketing. They may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and may perform duties related to arbitration and the disposition of actions by means of arbitration, and perform other related duties.

**SUBJECT OF
EXAMINATION**

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

1. **CLERICAL CHECKING**

These questions assess candidates' ability to determine whether different sets of names, numbers, letters and/or codes are similar. Material will be presented in three columns, and candidates will be asked to compare the information in the three sets and identify where the sets differ. Candidates must use the directions to determine the correct answer.

2. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL**

These questions assess candidates' ability to understand brief written passages. Candidates will be provided with short written passages from which words or phrases have been removed. They are required to select from four alternatives the word or phrase that most appropriately completes the sentence when inserted for the missing word or phrase.

3. **APPLYING FACTS AND INFORMATION TO GIVEN SITUATIONS**

These questions assess candidates' ability to take information which they have read and apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy, procedure or law similar to what a Court Assistant may encounter on the job. The selection is followed by a description of a specific situation. Then a question is asked which requires candidates to apply the regulation, policy, procedure or law described in the paragraph to the specific situation. All of the information needed to answer the question will be contained in the paragraph and in the description of the situation.

4. **COURT RECORD KEEPING**

These questions assess candidates' ability to read, combine, and manipulate written information organized from several sources. Candidates 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.

5. PREPARING WRITTEN MATERIAL

Format A: These questions assess candidates' ability to present information clearly and accurately, and to organize written information logically and comprehensibly. Candidates will be presented with several sentences and must effectively organize them in a coherent and logical order.

Format B: These questions assess candidates' ability to apply rules of English grammar, usage, punctuation, and sentence structure. Candidates will be presented with a series of sentences and must select the sentence that best conforms to standard English grammar, usage, punctuation, and sentence structure.

6. LEGAL TERMINOLOGY

These questions assess candidates' knowledge of basic legal terminology that Court Assistants encounter in their daily work.

ISSUE DATE: June 1, 2010

INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications and money orders for open competitive examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is <https://iapps.courts.state.ny.us/OC/>. The applicant's email address and credit or debit card are required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination.

FILING FEE: A \$30:00 **non-refundable** filing fee is required for this examination using a credit or debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded.

Employees of the Unified Court System are not required to submit a filing fee.

Individuals receiving Supplemental Social Security payments or Public Assistance (Home Relief or Aid to Dependent Children, provided Foster Care, or are certified Job Training Partnership Act eligible through a state or local social service agency, or are receiving public assistance from the New York City Department of Social Services) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

VETERANS CREDITS: Disabled and non-disabled veterans who are eligible for extra credit will have 10 and 5 points respectively, added to their scores, if they are otherwise successful in the examination. **Eligible veterans should claim those credits when they file their 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 an applicant who is found to lack any of the established requirements for admission to the examination or for appointment from the resultant 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: Candidates who, for religious reasons, cannot be tested on a Saturday must indicate 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 reasonable accommodations should contact the Coordinator of Special Accommodations at (212) 428-2580 or TDD (telecommunications device for the deaf) at (212) 428-2781 by the close of the filing period for the examination.

WARNING: Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during 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 being disqualified from that examination and may be barred from taking any further examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THE ADMISSION NOTICE HAS NOT BEEN RECEIVED SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (OCTOBER 23, 2010)

The Unified Court System is an Equal Opportunity Employer. M/F.