



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTION EXAMINATION For Qualified Employees of the Unified Court System

AMENDED

TITLE: Court Clerk

EXAM NUMBER: 55-778

**STARTING
SALARY**

The title of Court Clerk is graded at JG-18. Effective April 1, 2010, the hiring rate is \$49,777. In addition, appointees in New York City, Nassau, Suffolk, Westchester and Rockland County receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam County receive \$1,848 in annual location pay.

APPLICATION

Application must be **ELECTRONICALLY** filed at www.nycourts.gov/careers/. Paper applications will not be accepted. An email address is required for successful filing.

**ELIGIBLE LIST
AND LOCATION
OF POSITIONS**

The eligible list established as a result of this examination will be used to fill appropriate positions in the Unified Court System throughout New York State. At present, the title of Court Clerk exists throughout New York State with the exception of New York City, Nassau, Suffolk and the Ninth Judicial District.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, candidates must, by the examination date, June 8, 2013, have current permanent* competitive class status in any competitive title in the Unified Court System.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, candidates must have, at the time of appointment, two years of current permanent* competitive class service in the Unified Court System.

*Under 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 noncompetitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with noncompetitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

**Examination is scheduled to be held
June 8, 2013**

**Applications must be electronically filed
no later than May 1, 2013**

**DISTINGUISHING
FEATURES OF
WORK**

Court Clerks work in the Court of Claims; Supreme and County Courts in counties with two or more full-time County Court Judges or one full-time County Court Judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; Family Courts with two or more full-time Judges; and city and district level courts with six or more full-time Judges. 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. 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. 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.

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 December 1, 2012, 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, 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, 5A, 5B, 6, 7, 8, 10, 10A 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;
 - b. Real Property Actions and Proceedings Law - Article 7;
 - c. Domestic Relations Law - Article 5-A;
 - d. Social Services Law - Section 384B;
 - e. Vehicle and Traffic Law - Sections 1192 and 1193.

ISSUE DATE: MARCH 28, 2013

INFORMATION FOR PROMOTIONAL CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: The Office of Court Administration no longer accepts paper applications for examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is www.nycourts.gov/careers/. An email address is required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon the applicant's immediate receipt of an application ID number.

SENIORITY CREDITS: Successful candidates will have additional seniority credits added to the final rating, based upon the length of continuous permanent service in the Unified Court System. One point will be added to passing results for each five year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service. Seniority credits are computed from the scheduled date of the examination.

VETERANS 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 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 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 answers from civil service examinations, or giving or taking test information from another candidate 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.

CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE (June 8, 2013).

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