



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: CLERICAL ASSISTANT (JG-12)

EXAM NUMBER: 45-837

**EXAMINATION
DATE**

This 3-hour, computer-based examination will be administered at locations throughout New York State from **Wednesday, September 4, 2024 to Tuesday, October 1, 2024***. Self-scheduling an examination is first come, first served and subject to availability. Specific times and test centers are not guaranteed. All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time. NYS Unified Court System employees who are regularly scheduled to work weekdays must take the exam on September 7, 2024.† Employees who are regularly scheduled to work weekends shall be granted an alternate weekend date or excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

*If the number of applicants exceeds available capacity for 9/4/24 to 10/1/24, contingency testing will be scheduled beginning Wednesday, 10/2/24 and during the weeks of 10/7/24 and 10/14/24. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

†If the number of NYS UCS employees exceeds available capacity for Saturday, 9/7/24, contingency testing will be scheduled for Saturday, 9/14/24. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

**DISTINGUISHING
FEATURES OF
WORK**

Under supervision, Clerical Assistants work with a limited degree of independence on a variety of office support and clerical tasks such as checking, sorting, filing, scanning, and retrieving court papers, keyboarding and data entering information, and responding to customer inquiries. Clerical Assistants may work at public counters as information clerks, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Clerical Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

**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. A promotional examination, Clerical Assistant (55-837), is being held in conjunction with this open-competitive examination. The promotional list will be used to make appointments before appointments are made from the list established from the open-competitive examination.

**APPLICATION
PROCESS**

A **\$30.00 non-refundable** application fee, plus a **2.99% credit/debit card non-refundable service fee**, is required to file for this examination. Applications for this examination must be filed on-line between **10 A.M. Tuesday, May 7, 2024 and Thursday, June 13, 2024**. Applicants must have an active e-mail address to complete the application process and to receive self-scheduling links and Result Notices. **An application is considered filed upon receipt of an Application ID Number at time of submission.** Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: no-reply@panpowered.com.

**SELF-
SCHEDULING
LINK**

Applicants will be e-mailed a link on or about Wednesday, August 21, 2024 to self-schedule the examination. If you have not received a link by Thursday, August 22, 2024, please contact the Office of Court Administration at (212) 428-2580 or e-mail nycucs_support@talogy.com. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must have a high school diploma or the equivalent **and** one (1) year of clerical* or data recording experience. (Thirty (30) college level credits may be substituted for each year of work experience.)

*Clerical experience includes: filing materials; sorting mail; unpacking supplies; operating office machinery; recording and or copying written numerical material; communicating directions and information orally to staff; processing documents; receiving/unpacking goods, supplies and/or materials; reviewing and correcting typed materials to ensure correct spelling, punctuation and proper format; operating office machinery, reviewing documents and forms in accordance with written rules and policies; checking documents and forms to determine whether required information is present and accurate; filing, retrieving, and sorting paper and folders according to an established alphabetical, chronological, numerical or functional filing system; responding to telephone or written questions; taking messages; performing incidental typing; answering telephone, etc.

SUBJECT OF EXAMINATION FOR CLERICAL ASSISTANT (JG-12)

Applicants will be given **three (3) hours** to complete the computer-based examination. This examination will consist of multiple-choice questions designed to assess the following:

1. **CLERICAL CHECKING**

These questions assess applicants' ability to distinguish between different sets of names, numbers, letters, and/or codes which are almost exactly alike. Material will be presented in three columns, and applicants will be asked to compare the information in the three sets.

2. **CODING AND DECODING**

These questions assess applicants' ability to use written sets of directions to encode information and use coded information for keeping records. Applicants will be presented with a table of coded information and then will be asked to apply a set of coding rules to encode and decode information accurately. Applicants may be required to combine and reorganize the information to answer questions.

3. **FILING**

These questions assess applicants' ability to arrange information into files that are sorted by alphabetical, numerical, and/or chronological order. Applicants will then use these files to answer questions.

4. **READING, UNDERSTANDING, AND INTERPRETING WRITTEN MATERIAL**

These questions assess applicants' ability to understand brief written passages. Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be required to select the word or phrase that logically completes the sentence within the passage.

5. **PREPARING WRITTEN MATERIAL**

These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants will be presented with a series of sentences and must select the sentence that best conforms to these rules.

6. **NUMBER FACILITY**

These questions assess applicants' ability to perform basic mathematical calculations involving addition, subtraction, multiplication, division, and percentages. These questions do not require the use of a calculator, and calculators will **not** be permitted at the test center.

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

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy, or procedure similar to what a Clerical Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

8. **COURT RECORD KEEPING**

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

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. An e-mail address is required to complete the application process and to receive scheduling information and Result Notices. Separate applications must be submitted if an applicant is applying for more than one examination. An application is considered successfully filed upon receipt of an Application ID Number at time of submission.

FILING FEE: A **\$30.00 non-refundable filing fee**, plus a **2.99% credit/debit card non-refundable service fee**, is required for this examination using a credit or reloadable 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.

VETERAN CREDITS: Disabled (10 points) and non-disabled (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 veteran 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 an applicant 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) at (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 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, 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 NYCUCS_SUPPORT@TALOGY.COM IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY AUGUST 22, 2024.

The Unified Court System is an Equal Opportunity Employer.