



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: LAW LIBRARY CLERK (JG-14)

EXAMINATION NUMBER: 45-789

**STARTING
SALARY**

The starting salary for this title, depending on location/negotiating unit, is \$39,771 or \$41,378. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties receive \$1,848 in annual location pay.

**EXAMINATION
DATE**

This examination will be administered throughout New York State on **October 24, 2015**.

**DISTINGUISHING
FEATURES OF
WORK**

Law Library Clerks perform a variety of clerical duties in a law library which may also include the lead responsibility of a library with limited scope or subject specialization that serves five (5) or more full-time (or the equivalent) judges, law clerks and court attorneys. Law Library Clerks also 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 throughout New York State.

**APPLICATION
PROCESS**

A **\$30.00 non-refundable** application fee is required to file for this examination. Applications for this examination must be filed **ELECTRONICALLY no later than September 9, 2015**. To access the application go to: 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.

**ADMISSION
NOTICE**

Admission notices will be e-mailed to all applicants on or about October 14, 2015. Contact the Office of Court Administration at (212) 428-2580 or e-mail CivilServiceAdmin@nycourts.gov (7) days prior to the examination date, October 17, 2015, if an Admission Notice has not been received.

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, applicants must, by the date of the written examination, October 24, 2015, possess a high school diploma or equivalent, and two (2) years of clerical experience in a library (such as a public, law firm, private or non-profit organization, academic, or research institution library).

Issue date: August 5, 2015

SUBJECT OF EXAMINATION

The written examination is comprised of multiple-choice questions with an accompanying resource booklet and is designed to assess the following areas:

Knowledge of Basic Library Terminology and Practices - These questions assess applicants' knowledge of library procedures and terminology that relate to routine library tasks.

Library Name and Number Checking - These questions assess applicants' ability to distinguish between almost identical sets of names, titles, numbers, and codes. To answer the questions, applicants must review, compare, and check sets of library-related information to determine how they differ.

Written Communication - These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. The following formats are used to assess this ability:

Format A: Applicants are required to read sentences and identify the option that is in accordance with the rules of standard English grammar and usage, punctuation, sentence structure, and/or spelling.

Format B: Applicants are presented with several sentences and must select the sequence that most effectively organizes the sentences into a coherent and logical paragraph.

Format C: Applicants are presented with several sentences and must select the option that most effectively conveys the information (meaning) presented in the given sentences.

Library Record Keeping - These questions assess applicants' ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library purchasing and inventory control systems. No previous knowledge of library record keeping is needed to answer these questions. All of the data and rules needed to answer these questions are provided. Some simple arithmetic computations may be required.

Using Bibliographic Records - These questions assess applicants' knowledge of the content, layout, and use of standard bibliographic records. Applicants are required to review bibliographic records and then answer questions about library holdings which are described.

Issue date: August 5, 2015

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at 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.

FILING FEE: A \$30.00 **non-refundable** filing 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 pay 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 pay 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 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 CIVILSERVICEADMIN@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL SEVEN (7) DAYS PRIOR TO THE EXAMINATION DATE OCTOBER 24, 2015.

The Unified Court System is an Equal Opportunity Employer.