



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: SENIOR COURT OFFICE ASSISTANT (KEYBOARDING)

EXAMINATION NUMBER: 45-731

**STARTING
SALARY**

Senior Court Office Assistant (Keyboarding) is graded at JG-12. The current hiring rate is \$30,379. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$1,302 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties will receive \$651 in annual location pay.

**APPLICATION
FEE**

A \$25 **NON-REFUNDABLE** application fee is being charged to file for this examination.

**DISTINGUISHING
FEATURES OF
WORK**

Senior Court Office Assistants (Keyboarding) use an understanding of administrative and legal requirements, policies, and procedures to work with a limited degree of independence preparing or modifying electronic records or written material using keyboarding skills. They may perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants (Keyboarding) may work at public counters as information clerks, and may also 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. They 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.

**ELIGIBLE LISTS
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. A promotion examination, *Senior Court Office Assistant (Keyboarding) (55-731)*, is being held in conjunction with this open-competitive exam. **The promotion list will be used to make appointments before the open-competitive list.**

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, candidates must, by the date of the examination, December 9, 2006, have a High School diploma or the equivalent, and two (2) years of clerical experience, or some combination of education and experience.

**Examination is scheduled to
be held December 9, 2006**

**Applications must be postmarked no
later than October 13, 2006**

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

RESIDENCY	New York State residency is not a requirement to compete in this examination or for appointment from the eligible list.
BENEFITS	Court 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.
SUBJECT OF EXAMINATION	The examination is composed of two parts: a written test which will be used to determine a candidate's rank on the eligible list, and a qualifying keyboarding test administered on the same day as the written test.

WRITTEN TEST

The written examination will consist of multiple-choice questions and will assess the following:

1. **Clerical Checking**
These questions measure a candidate's ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. Material usually is presented in three columns, and candidates are asked to compare the information in the three sets.
2. **Court Record Keeping**
These questions measure a candidate's ability to read, combine, and manipulate written information organized from several sources. Candidates are 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.
3. **Reading, Understanding and Interpreting Written Material**
These questions measure a candidate's ability to understand and interpret what they have read. Candidates are provided with brief reading selections followed by questions regarding the selections. Candidates are not required to have any special knowledge relating to the content area covered in the selections.
4. **Filing**
These questions test a candidate's ability to arrange information into files according to categories specified by the directions in alphabetical, numerical and chronological order. Questions are based on the completed files.
5. **Spelling, English Grammar and Usage, Punctuation and Sentence Structure**
These questions measure a candidates's knowledge of spelling, English grammar and usage, punctuation and sentence structure.
6. **Preparing Written Material**
These questions measure the candidate's ability to present information clearly and accurately and to organize written information logically and comprehensibly. For some questions, candidates are presented with a series of sentences and must select the sentence that is most in accordance with standard English grammar, usage, punctuation and sentence structure. For

other questions, candidates are presented with several sentences and must effectively organize them in a coherent and logical order.

7. **Number Facility**

These questions measure a candidate's ability to perform basic 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.

8. **Basic Computer Concepts**

These questions measure a candidate's ability to understand the basic concepts in using a personal computer (PC) as it relates to word processing activities in an office setting.

KEYBOARDING TEST (QUALIFYING)

Candidates will be required to type an exact copy of a selection at the rate of **45 words per minute** corrected. This is a five-minute keyboarding (typing) test of speed and accuracy from straight copy. *The test is administered on a personal computer which is available at each test center.*

Waiver of Performance Test

Candidates may not have to take the performance test in typing if they have already passed a keyboarding test at the rate of 45 words per minute within five (5) years of the date of the test, December 9, 2006. Waiver forms, which are available for this purpose, should be submitted with the examination application and must be approved by the Office of Court Administration prior to the date of the examination.

Plan to spend at least 5 hours at the test center. This includes both time needed to register at the test center, participate in the keyboarding test, and the 3½ hours allocated for completing the written examination.

ISSUE DATE: September 11, 2006

INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY

APPLICATION: Applications (UCS-19) may be obtained from the courts and court agencies of New York State or by writing to the Examination Unit, Office of Court Administration, Room 1081, 25 Beaver Street, New York, N.Y. 10004. Separate applications must be filed for each examination. When requesting an application by mail, specify examination number and title, show the word

"EXAMINATION" in the lower left-hand corner of the envelope, and enclose a stamped self-addressed, legal-size envelope. Additional or revised information, such as a change of address after the application has been filed, must be provided in writing to the Office of Court Administration at the above address.

FILING FEE: A filing fee is required to apply for this examination. The amount is noted on the examination announcement. **Your application must be accompanied by a money order payable to N.Y.S. Office of Court Administration. DO NOT SEND CASH OR CHECKS.** The following information should be written on the money order: Applicant's name, Social Security Number, home address, title of the examination and examination number for which application is being filed. **Filing fees are not refundable.** Compare your qualifications carefully to the requirements stated on the announcement before submitting your application.

An exception to the fee requirement will be made for employees of the Unified Court System.

An exception to the fee requirement will be made also for persons 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). All claims are subject to later verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. 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 special arrangements should contact the Coordinator of Special Accommodations at (212) 428-2574 or TDD (telecommunications device for the deaf) (212) 428-2587 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 THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE THREE
(3) DAYS BEFORE THE EXAMINATION (December 9, 2006).**