

## **GENERAL EXAMINATION INFORMATION**

### **TYPES OF EXAMINATIONS**

- **OPEN-COMPETITIVE EXAMINATIONS** are open to all qualified applicants, including members of the general public and employees of the New York State Unified Court System.
- **PROMOTIONAL EXAMINATIONS** are limited to qualified employees of the New York State Unified Court System.

### **FILING FEES**

A non-refundable \$30 filing fee is charged for all open-competitive examinations. A waiver of the fee requirement is made for employees of the New York State Unified Court System and those who fall into other categories set forth on the examination announcement.

### **EXAMINATION ANNOUNCEMENT AND FILING PERIOD**

The issuance of an examination announcement and the opening of the filing period usually occurs about three to six months prior to the scheduled examination date. This filing period is at least four weeks long. If you choose to take an examination you must submit an application during the filing period.

### **HOW TO OBTAIN APPLICATIONS AND ANNOUNCEMENTS**

Applications and announcements may be obtained online at: <http://www.nycourts.gov/careers/exams.shtml>, or by visiting any New York State courthouse or court agency, or by writing to the Examination Unit, Office of Court Administration, PO Box 1060, Church Street Station, New York, N.Y. 10008-1060. Separate applications must be filed for each examination. When requesting an application by mail, enclose a double stamped, self addressed, business envelope and specify the examination title on the lower left hand corner of the envelope. After the application has been filed, any additional or revised candidate information, such as a change of address, must be provided in writing and mailed to the above address.

### **EXAMINATION INFORMATION**

For further information call:

**(800) 578-5627** or contact us by email: [Exam\\_Unit@courts.state.ny.us](mailto:Exam_Unit@courts.state.ny.us)

**DIVISION OF HUMAN RESOURCES, PERSONNEL OFFICE**