



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: ASSOCIATE COURT CLERK (JG-23) EXAMINATION NUMBER: 55-831

EXAMINATION DATE

This 3-hour, computer-based examination will be administered at locations throughout NYS on **Saturday, December 2, 2023**. Scheduling an examination session is first come, first served and subject to availability. Specific times 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 weekends shall be granted excused leave to take the exam during work hours in accordance with the applicable collective bargaining agreement or Rules of the Chief Judge.

DISTINGUISHING FEATURES OF WORK

Associate Court Clerks work as supervisors of a staff of part clerks and other personnel, review complex or unusual documents for legal-technical sufficiency, or supervise one or more units of employees engaged in clerical support activities. Associate Court Clerks may also work as part clerks in a multi-part complex where, in addition to being responsible for the operation of their own part, they supervise the Senior Court Clerks assigned to several other parts. Associate Court Clerks may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and 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

Applications for this examination must be filed on-line between **10 A.M. Wednesday, September 20, 2023 and Thursday, October 19, 2023**. 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.**

SELF- SCHEDULING LINK

Applicants will be e-mailed a link on or about Wednesday, November 15, 2023 to self-schedule the examination. If you have not received the link by November 16, 2023, contact the Office of Court Administration at (212) 428-2580 or e-mail UnifiedCourtSystemExam@nycourts.gov. **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 current permanent** competitive class status in the Court Clerk, Senior Court Clerk, Surrogate's Court Clerk, or Senior Surrogate's Court Clerk title by the examination date, December 2, 2023.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

To be eligible for appointment, successful applicants must have, at the time of appointment, one (1) year of current permanent** competitive class status in the Court Clerk, Senior Court Clerk, Surrogate's Court Clerk, or Senior Surrogate's Court Clerk title.

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

Subject of Examination for Associate Court Clerk (JG-23)

This will be a multiple-choice examination designed to assess knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of **August 31, 2023** as set forth in:

1. **Civil Practice Laws and Rules** including but not limited to Articles 2, 3, 4, 5, 6, 10, 11, 12, 21, 22, 23, 30, 31, 32, 34, 41, 44, 50, 52, 54, 55, 62, 63, 63-A, 70, 75, 78 and 80.

2. **Criminal Procedure Law** including but not limited to Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 215, 216, 220, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 380, 390, 400, 410, 420, 430, 440, 500, 510, 520, 530, 540, 720, 722, and 730.

3. **Penal Law** including but not limited to Articles 55, 65, 70, 80 and 85.

4. **Family Court Act** including but not limited to Articles 1 (Parts 1, 5, 6, 7) , 2 (Parts 4, 6), 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5-B (Parts 1, 2, 3, 4, 6) 6, 7, 8, 10, 10-A, 10-B, 10-C and 11 and any other statutes, rules and court procedures referred to therein;

5. **Other laws and statutes including:**
 - a. Domestic Relations Law Articles 3 (15-a), 5-A (Titles I, II, III), and 7 (Titles I, II, III), 10;
 - b. Social Services Law Sections 358-a and 383-c;
 - c. Uniform Rules for the New York State Trial Courts Parts 200, 202, 205 (Sections 2-5, 7b, 11, 12, 15, 17, 26, 28d, 29, 36, 37, 42-44, 49, 50, 52, 53, 59, 64, 67, 80, 86) and 208;
 - d. Corrections Law Articles 6C and 23;
 - e. Real Property Actions and Proceedings Law Article 7;
 - f. Vehicle and Traffic Law Sections 511, 1192 and 1193;
 - g. Mental Hygiene Law Articles 9, 10 and 81.

NOTES: The passing score for the written examination will be determined at a date following the administration of the examination.

In the First and Second Departments, all Court Clerks are Peace Officers and United States citizenship is required for candidates appointed in those departments.

INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. An active 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 for more than one examination. An application is considered successfully filed upon immediate receipt of an Application ID Number.

SENIORITY CREDITS: Successful applicants will have seniority credits added to the final score based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on the examination. Seniority credits are computed up to the scheduled date of the examination, December 2, 2023.

VETERAN 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 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 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 EXAMUNIT@NYCOURTS.GOV IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY NOVEMBER 16, 2023.

The Unified Court System is an Equal Opportunity Employer.