



## CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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### THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

#### TITLE: SENIOR COURT OFFICE ASSISTANT      EXAMINATION NUMBER: 45-696

*An examination for the title of Court Office Assistant (#45-695) will also be held on the same date. The examinations for Court Office Assistant and Senior Court Office Assistant have been designed to allow candidates to participate in both examinations on the same day in a single testing administration session. Candidates may apply for both examinations through the filing of separate applications and paying the required application fee with each filing.*

#### STARTING SALARY

Senior Court Office Assistant is graded at JG-12. The current hiring rate is \$28,001. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$1,200 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 use an understanding of administrative and legal requirements, policies, and procedures, to work with a limited degree of independence on 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 may work at public counters as information clerks, may perform incidental keyboarding of information, 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. Senior Court Office 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.

#### 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 (55-696)*, is being held in conjunction with this promotion 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, March 15, 2003, have two (2) years of full-time clerical experience and a High School diploma or its educational equivalent.

#### RESIDENCY

New York State residency is **not** a requirement to compete in this examination or for appointment from the eligible list.

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**Examination is scheduled to  
be held March 15, 2003**

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**Applications must be postmarked no  
later than December 20, 2002**

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<b>BENEFITS</b>	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.
<b>SUBJECT OF EXAMINATION</b>	The written examination will consist of multiple-choice questions and will assess the following:

**WRITTEN TEST**

1. **Clerical Checking**  
These questions test a candidate's ability to identify differences among sets of written materials which are almost alike. Candidates are presented with sets of information containing names, numbers and codes and must determine how the sets may differ.
2. **Court Record Keeping**  
These questions test a candidate's ability to read, combine, and manipulate written information organized from several different sources. Candidates are presented with different names, numbers, codes, etc., and must combine and reorganize the information to answer questions. All of the information required to answer the questions is provided in tables.
3. **Reading, Understanding and Interpreting Written Material**  
These questions test how well candidates can understand what they have read. Candidates are provided with short reading passages from which some words have been removed. Candidates are required to select from four alternatives the word that best fits in each of the spaces.
4. **Filing**  
These questions test a candidate's ability to arrange information into files according to categories specified by the directions. Questions are based on the completed files. Knowledge of alphabetical, numerical and chronological order is required.
5. **Preparing Written Material**  
These questions measure a 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.
6. **Applying Facts and Information to Given Situations**  
These questions measure how well candidates can take information which they have read and apply it to a specific situation defined by a given set of facts. Each question contains a brief paragraph which describes a regulation, policy or procedure similar to what a Senior Court Office Assistant may encounter on the job, which then must be applied to a particular situation presented. All of the information to answer the questions is contained in the paragraph and in the description of the situation.
7. **Number Facility**  
These questions require candidates to perform basic calculations involving addition, subtraction, multiplication, division and percentages. Information is presented in numerical format using forms typically found in the court setting. These questions do not require the use of a calculator and calculators will not be permitted at the test center.

**Plan to spend at least 4½ hours at the test center. This includes both time needed to register at the test center and the 3½ hours allocated for completing the written examination.**

**ISSUE DATE: November 4, 2002**

**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. The application form can be downloaded from the website: [www.courts.state.ny.us/jobstc.htm](http://www.courts.state.ny.us/jobstc.htm)

**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 DATE OF MARCH 15, 2003.**

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



Appendix D

INSTRUCTIONS TO OPEN-COMPETITIVE CANDIDATES

READ THE FOLLOWING INSTRUCTIONS, AS WELL AS THE ANNOUNCEMENT FOR THIS EXAMINATION BEFORE FILLING OUT YOUR APPLICATION.

EXAM SITE SELECTION (ITEM 2)

Enter the code number for your selection which corresponds to the exam center where you wish to be tested. Please be advised that not every test site is used for each examination.

Table with 3 columns of exam site codes and names: 01 ALBANY, 21 NASSAU COUNTY, 42 NYACK, 06 BINGHAMTON, 24 NEW YORK CITY, 09 SUFFOLK COUNTY, 08 BUFFALO, 27 OGDENSBURG, 38 SYRACUSE, 11 FREDONIA, 33 POUGHKEEPSIE, 39 UTICA, 14 HORNELL, 35 ROCHESTER, 41 WATERTOWN, 20 MIDDLETOWN, 36 SARANAC LAKE, 26 WESTCHESTER COUNTY

APPLICATION FEE (ITEM 4)

An application 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. Application fees are not refundable. Compare your qualification 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), 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 late verification and, if not supported by appropriate documentation, are grounds for barring or rescinding an appointment. An exception will also be made to applications who are unemployed and primarily responsible for the support of a household.

VETERANS CREDITS (ITEM 7)

To be eligible for Veterans Credits, an individual MUST:

- be a citizen or an alien lawfully admitted for permanent residence at the time of application for credits.
-be a resident of New York State at the time of applying for Veterans Credits.
-have been honorably discharged or released under honorable circumstances from the Armed Forces of the United States. (Effective January 1, 1998 active duty members of the Armed Forces may request that veterans credits be added to the passing final ratings and use those credits for appointment from the eligible list, once discharged honorably or under honorable circumstances.)

AND

- have served anywhere in the U. S. Armed Forces during one of the following dates:

Table listing military conflicts and their durations: World War II (December 7, 1941 to December 31, 1946), Korean Conflict (June 27, 1950 to January 31, 1955), Viet Nam Conflict (December 22, 1961 to May 7, 1975), Persian Gulf Conflict (August 2, 1990 to the date upon which such hostilities end)

OR

- have received the Armed Forces Expeditionary Medal, the Navy Expeditionary Medal, or the Marine Corps Expeditionary Medal for the:

Table listing military conflicts and their durations: Hostilities in Lebanon (June 1, 1983 to December 1, 1987), Hostilities in Grenada (October 23, 1983 to November 21, 1983), Hostilities in Panama (December 20, 1989 to January 31, 1990)

- In addition, the following nonmilitary service is also recognized for veterans credit:

- service in the Commissioned Corps of the U. S. Public Health Services during July 29, 1945 to September 2, 1945 or June 26, 1950 to July 3, 1952 or
-satisfactory service as a crew member aboard merchant vessels in ocean going service during December 7, 1941 to December 31, 1946.

To claim additional credits as a Disabled Veteran, an individual must, in addition to meeting all of the above requirements, be certified by the Veterans Administration as entitled to receive payments for a service-connected disability rated at ten (10) percent or more.

NOTE: If you have not received your admission notice by three days before the examination date, call (212) 428-2580.

**Exam Schedule for 2006-7**

Date	Title	#Applicants	OC or Promo*
June 10, 2006	NYS Court Officer-Sergeant	3,000	Promo
Fall 2006	Supervising Court Office Assistant	1,600	Promo
Spring 2007	Court Office Assistant	2,500	Both
	Senior Court Office Assistant	2,500	
Spring 2007	Surrogate's Court Clerk	2,500	Promo
	Senior Surrogate's Court Clerk		

Open-competitive examinations are open to the general public and require, with some exceptions, a \$25 filing fee. Promotion examinations are only open to qualified members of the Unified Court System, for which the \$25 filing fee is waived..

About 4,200 of the anticipated 5,000 applications for Court Office Assistant and Senior Court Office Assistant will be Open-competitive.

Promotion applications are processed internally, without the involvement of a Lockbox service.

## APPENDIX F

### Guidelines for Processing Applications

Aside from applications which are complete, acceptable applications include those which:

- do not have a Social Security # identified.

- do not have a test area identified. In this case, if the address has a New York City location, (i.e., one of the five boroughs-Manhattan (or New York, N.Y.) Bronx, Queens, Brooklyn or Staten Island (Richmond), then you may enter "24" instead of 99. Our experience is that over 90% of the blank test area location applications come from people in NYC. Enter "99" where you are not sure of the location preference is, or where the candidate is clearly not from New York City.

- have checks of money orders made out to variations of *NYS Office of Court Administration, New York State Civil Service* and *Court Officer* are acceptable. In fact, we have been informed that there is a very wide latitude in what will be accepted.

Applications which should ***not*** be processed include those which:

- indicate on the application as being paid, but have no check or MO attached.

- indicate on the application as being paid, but have a check or MO in the wrong amount.

In this case, do not process the check or MO, but return to this office in its entirety.

- are packed in groups of more than one application and contain a check in multiples of the single filing fee amount (e.g., a check for \$50 with two applications or \$75 with three applications)

- have no address at all (missing zip codes can be processed)

Return the above without processing and without depositing any fees.