



## 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: LAW LIBRARY CLERK**

**EXAMINATION NO. 45-760**

<b>STARTING SALARY</b>	The title of Law Library Clerk is graded at JG-14. Effective April 1, 2010, the hiring rate is \$39,771. 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.
<b>APPLICATION FEE</b>	A <b>\$30.00 non refundable</b> application fee is being charged to file for this examination.
<b>ELIGIBLE LIST AND LOCATION OF POSITIONS</b>	The eligible list resulting from this examination will be used to fill positions in the Unified Court System throughout New York State. The examination, which will be held on a statewide basis, is open to all qualified candidates, whether they are employees of the Unified Court System or members of the general public.
<b>MINIMUM QUALIFICATIONS</b>	By the date of the examination, June 5, 2010, candidates must have a high school diploma, or its educational equivalent, and two (2) years of clerical experience in a library (such as a public library, law firm, private or non-profit organization, academic or research institution).
<b>RESIDENCE</b>	For the purpose of this examination, New York State residence is <u>not</u> required.
<b>BENEFITS</b>	Employees of the Unified Court System 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>DISTINGUISHING FEATURES OF WORK</b>	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.

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**EXAMINATION IS SCHEDULED FOR:**

**June 5, 2010**

**APPLICATIONS MUST BE POSTMARKED NO LATER THAN:**

**April 9, 2010**

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## SUBJECT OF EXAMINATION

The written test questions are multiple-choice with an accompanying resource booklet and are designed to assess the following:

Preparing Written Material - These questions will assess a candidate's ability to present written information, organize paragraphs, use English grammar correctly, and proofread/edit written material. Particular emphasis is placed on two major aspects of written communication: clarity and organization.

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

Library Record Keeping - These questions will assess a candidate's ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library purchasing and inventory control systems. The information will be both numerical and non-numerical. All of the data and rules needed to answer these questions are provided. No previous knowledge of library record keeping is needed to answer these questions.

Using Bibliographic Records - These questions will assess a candidate's knowledge of the content, layout and use of standard MARC bibliographic records. Candidates will be required to review MARC records and then answer questions about library holdings which are described.

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

**ISSUE DATE: March 1, 2010**

## **INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY**

**APPLICATION:** The Application (UCS-19) may be downloaded from our website: <http://www.nycourts.gov/careers/UCS-19-Jan26.10FINAL.pdf> The Application (UCS-19) may also 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 \$30:00 non-refundable filing fee is required for this examination. **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 also be made 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). 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) 428-2580 or TDD (telecommunications device for the deaf) (212) 428-2781 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 THE ADMISSION NOTICE HAS NOT BEEN RECEIVED THREE (3) DAYS  
PRIOR TO THE EXAMINATION DATE (JUNE 5, 2010)**

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