



# 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: COURT ASSISTANT (JG-16)**

**EXAMINATION NUMBER: 45-826**

### EXAMINATION DATE

This 3.5-hour, computer-based examination will be administered at locations throughout NYS from **Wednesday, October 11<sup>th</sup> to Wednesday, November 1<sup>st</sup>**. \* Self-scheduling an examination is first come, first served and subject to availability. Specific times and test centers 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 weekdays must take the exam on an available weekend date.† 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.

\* If the number of applicants exceeds available capacity for 10/11/23 to 11/1/23, contingency testing will be scheduled beginning Thursday, 11/2/23 and during the weeks of 11/6/23 and 11/13/23. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

† If the number of applicants exceeds available capacity for 10/14/23, contingency testing will be scheduled for Saturday, 10/21/23. Contingency examination dates and impacted applicants will be determined at the discretion of the Office of Court Administration.

### DISTINGUISHING FEATURES OF WORK

Court Assistants serve as part clerks in: Supreme Courts; all County and District level courts; those City Courts with three or more full-time judges; and the Civil Court of the City of New York. As part clerks, they work under the supervision of higher level court clerical personnel, Chief Clerks, Commissioners of Jurors, or County Clerks and perform court clerical tasks directly related to court proceedings. Court Assistants may also work outside of the courtroom in these same courts, in other New York City courts, or in the Court of Claims, where they provide procedural information, supervise units staffed by Principal Office Assistants and other subordinate personnel engaged in court support activities such as intake of papers or docketing. They may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and may perform duties related to arbitration and the disposition of actions by means of arbitration, 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

A **\$30.00 non-refundable** application fee, plus a **2.99% credit/debit card non-refundable service fee**, is required to file for this examination. Applications for this examination must be filed on-line during the filing period, which will begin at **10 A.M. on Tuesday, July 11, 2023 and end on Thursday, August 10, 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 Tuesday, October 3, 2023 to self-schedule the examination. If you have not received a link by Wednesday, October 4, 2023, please contact the Office of Court Administration at (212) 428-2580 or email [UnifiedCourtSystemExam@nycourts.gov](mailto: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 a high school diploma or the equivalent and two (2) years of clerical experience\*; or four (4) years of clerical experience\*. Thirty (30) college level credits may be substituted for each year of work experience.

\* Clerical experience includes: filing materials; sorting mail; unpacking supplies; operating office machinery; recording and or copying written numerical material; communicating directions and information orally to staff; processing documents; receiving/unpacking goods, supplies and/or materials; reviewing and correcting typed materials to ensure correct spelling, punctuation and proper format; operating office machinery, reviewing documents and forms in accordance with written rules and policies; checking documents and forms to determine whether required information is present and accurate; filing, retrieving, and sorting paper and folders according to an established alphabetical, chronological, numerical or functional filing system; responding to telephone or written questions; taking messages; performing incidental typing; answering telephone, etc.

**MINIMUM  
QUALIFICATIONS  
FOR  
APPOINTMENT**

Successful candidates must, at the time of appointment, be United States citizens and residents of New York State.

## **SUBJECT OF EXAMINATION**

This written examination will be multiple-choice and will assess the following:

### **1. CLERICAL CHECKING**

These questions assess applicants' ability to distinguish between different sets of names, numbers, letters and/or codes which are almost exactly alike. Material will be presented in three columns, and applicants will be asked to compare the information in the three sets.

### **2. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL**

These questions assess applicants' ability to understand brief written passages. Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be required to select, among four alternatives, the word or phrase that best fits in each of the spaces. Applicants will not be required to have any prior knowledge relating to the content areas covered in the selections.

### **3. APPLYING FACTS AND INFORMATION TO GIVEN SITUATIONS**

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure similar to what a Court Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

### **4. COURT RECORD KEEPING**

These questions assess applicants' ability to read, combine, and manipulate written information organized from several sources. Applicants will be 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.

### **5. PREPARING WRITTEN MATERIAL**

**Format A:** These questions assess applicants' ability to present information accurately and clearly and to organize written information logically and comprehensibly. Applicants will be presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

**Format B:** These questions assess applicants' ability to apply the rules of English grammar and usage, punctuation, and sentence structure. Applicants will be presented with a series of sentences and must select the sentence that best conforms to standard English grammar and usage, punctuation, and sentence structure.

### **6. LEGAL TERMINOLOGY**

These questions assess candidates' knowledge of basic legal terminology that Court Assistants encounter in their daily work.

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

**APPLICATION:** Electronic applications can be filed at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). An e-mail address is required to complete the application process and to receive scheduling information 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 receipt of an Application ID Number at time of submission.

**FILING FEE:** A **\$30.00 non-refundable filing fee**, plus a **2.99% credit/debit card non-refundable service fee**, is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded. Employees of the Unified Court System are not required to submit a filing fee. Individuals 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) are not required to submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERAN CREDITS:** Disabled (10 points) and non-disabled (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 any time 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, 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](mailto:EXAMUNIT@NYCOURTS.GOV) IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY OCTOBER 4, 2023.**

**The Unified Court System is an Equal Opportunity Employer.**