



# 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 ASSISTANT (JG-16)**

**EXAMINATION NUMBER: 45-830**

### **EXAMINATION DATE**

The examination is a 3.5-hour, computer-based examination given at locations throughout NYS on **Saturday, November 18, 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**

Law Library Assistants perform paraprofessional library duties either in support of professional library staff or as the highest level library staff member in a library that has at least one (1) specialized collection and serves ten (10) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Assistants perform a variety of paraprofessional duties, such as operating library specialized computerized research and cataloging systems, organizing and maintaining the reference collection, applying library policy, reviewing and evaluating requests for information, and obtaining loaned resources by determining the location of each resource. Law Library Assistants may supervise law library and other clerical personnel and perform administrative and 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. A promotional examination, Law Library Assistant (55-830), is being held in conjunction with this open-competitive examination. The promotional list will be used to make appointments before appointments are made from the list established from the open-competitive examination.

### **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 between **10 A.M. Wednesday, August 16, 2023 and Thursday, September 14, 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 8, 2023 to self-schedule the examination. If you have not received the link by November 9, 2023, contact the Office of Court Administration at (212) 428-2580 or e-mail [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, by the date of the examination, November 18, 2023, have a(n)

- 1) Certificate from an ABA approved paralegal program  
**or**
- 2) Associate's Degree from an accredited college and two (2) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department  
**or**
- 3) High school diploma or the equivalent and three (3) years of clerical experience working directly with a legal collection in a library or with an automated library system in a Library Technical Services Department

Applicants who do not meet the minimum qualifications to compete will be disqualified from the examination without refund of application/service fees.

## Subject of Examination for Law Library Assistant (JG-16)

This is a multiple-choice examination designed to assess the following:

### **1. Written Communication**

These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. The following formats are used to assess this ability:

**Format A:** Applicants are required to read sentences and identify the option that is in accordance with the rules of standard English grammar and usage, punctuation, sentence structure, and/or spelling.

**Format B:** Applicants are presented with several sentences and must select the sequence that most effectively organizes the sentences into a coherent and logical paragraph.

**Format C:** Applicants are presented with several sentences and must select the option that most effectively conveys the information (meaning) presented in the given sentences.

### **2. Library Record Keeping**

These questions assess applicants' ability to review, manipulate, organize, and interpret records and forms which contain information typically found in library settings. No previous knowledge of library record keeping is needed to answer these questions. All of the data and rules needed to answer these questions are provided. Some simple arithmetic computations may be required.\*

### **3. Using Bibliographic Records and Knowledge of Library Technical Services**

These questions assess applicants' knowledge of the content, layout and use of standard bibliographic information and basic library technical services questions. Applicants will be required to review bibliographic records and then answer questions about library holdings which are described.

### **4. Knowledge of Legal Reference Materials and On-line Searching**

These questions assess applicants' knowledge of basic legal reference sources and commonly used legal on-line searching techniques. Applicants will be required to demonstrate their knowledge of legal citations, sources of on-line information and general search strategies. There is an emphasis on New York State materials.

### **5. Knowledge of Legal Terminology**

These questions assess applicants' understanding of the terms that are commonly used in law libraries when providing reference services or conducting legal research. Applicants are required to identify the correct meaning of legal terms, distinguish between similar legal terms and demonstrate their overall knowledge of legal words and phrases.

### **6. Quality Service Orientation**

These questions assess applicants' ability to respond to situations Law Library Assistants may encounter when interacting with the public, court staff and/or other court users.

Law Library Assistant applicants are given three and a half (3 ½) hours to complete the exam.

\* **NOTE: A simple calculator will be available on the computer for candidates to use, should it be needed.**

## **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 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.

**FILING FEE:** A \$30.00 **non-refundable** filing fee, plus a 2.99% credit/debit card **non-refundable** service fee, are 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 pay 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 pay 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 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](mailto:EXAMUNIT@NYCOURTS.GOV) IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY NOVEMBER 9, 2023.**

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