



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: SENIOR COURT OFFICE ASSISTANT EXAMINATION NUMBER: 45-783 (Amended 3/26/14)

An examination for the title of Court Office Assistant (#45-782) 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 by filing separate applications and paying the required application fee with each filing.

STARTING SALARY

The title of Senior Court Office Assistant is graded at JG-12. As of the date of this announcement, the statewide hiring rate is \$35,434. 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 will receive \$1,848 in annual location pay.

APPLICATION

A \$30 **NON-REFUNDABLE** application fee is being charged to file for this examination. **Application and fee must be ELECTRONICALLY filed at www.nycourts.gov/careers/** . An e-mail address and credit card or reloadable debit card are required for successful filing.

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 may 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.

MINIMUM QUALIFICATIONS

To be eligible for appointment, candidates must have two(2) year of full-time clerical experience* and a High School diploma or its educational equivalent prior to the establishment of the eligible list. 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.**

Ny Court Office Assistant Exam Guide

VM Jensen



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