



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: NEW YORK STATE COURT OFFICER-TRAINEE EXAM NUMBER: 45-784

(Amended)

**STARTING
SALARY**

New York State Court Officer-Trainees enter the Academy at Judicial Grade 14. After successful completion of a two-year traineeship, court officers automatically promote to Judicial Grade 18. The starting salary and maximum salary varies depending upon the location of the position, the applicable collective bargaining agreement and the candidate's state service. 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 \$1,646 in annual location pay. An annual uniform allowance is also provided.

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/cok-2014.shtml. An e-mail address and credit card or reloadable debit card are required for successful filing. An application is considered filed upon immediate receipt of an Application ID Number.

**EXAMINATION
ADMINISTRATION
DATES**

The written examination will be administered in test centers throughout New York State on October 18, 2014 and December 13, 2014. Candidates will be assigned to one of these dates. Admission notices will be e-mailed to all candidates beginning September 23, 2014. The notice will inform applicants of the date and location of the test center.

**DISTINGUISHING
FEATURES OF
WORK**

New York State Court Officer-Trainees serve a two-year traineeship during which time they are responsible for maintaining order and providing security in courtrooms, court buildings and grounds. They work under the direct supervision of a NYS Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel. After completion of formal training at the Academy, NYS Court Officer-Trainees may be assigned to all trial courts and court agencies to begin the on-the-job training portion of their two-year traineeship. NYS Court Officer-Trainees are peace officers, required to wear uniforms, and may be authorized to carry firearms, execute bench warrants and make arrests. Typical duties include: guarding and escorting criminal defendants while in the court facility; escorting judges, juries and witnesses; handling court documents and forms; providing information and assistance to the public and other court users; maintaining the security of deliberating and sequestered juries; displaying and safeguarding exhibits; operating security equipment and using established search procedures; physically restraining and calming unruly individuals; administering first-aid and assistance to individuals during emergencies; and performing related duties.

Nys Court Assistant Study Guide

SB Merriam

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the 'SB Merriam' text.

Nys Court Assistant Study Guide:

Nys Court Assistant Study Guide Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Nys Court Assistant Study Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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Table of Contents Nys Court Assistant Study Guide

1. Understanding the eBook Nys Court Assistant Study Guide
 - The Rise of Digital Reading Nys Court Assistant Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Nys Court Assistant Study Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Nys Court Assistant Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Nys Court Assistant Study Guide
 - Personalized Recommendations
 - Nys Court Assistant Study Guide User Reviews and Ratings
 - Nys Court Assistant Study Guide and Bestseller Lists

5. Accessing Nys Court Assistant Study Guide Free and Paid eBooks
 - Nys Court Assistant Study Guide Public Domain eBooks
 - Nys Court Assistant Study Guide eBook Subscription Services
 - Nys Court Assistant Study Guide Budget-Friendly Options
6. Navigating Nys Court Assistant Study Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Nys Court Assistant Study Guide Compatibility with Devices
 - Nys Court Assistant Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Nys Court Assistant Study Guide
 - Highlighting and Note-Taking Nys Court Assistant Study Guide
 - Interactive Elements Nys Court Assistant Study Guide
8. Staying Engaged with Nys Court Assistant Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Nys Court Assistant Study Guide
9. Balancing eBooks and Physical Books Nys Court Assistant Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Nys Court Assistant Study Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Nys Court Assistant Study Guide
 - Setting Reading Goals Nys Court Assistant Study Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Nys Court Assistant Study Guide
 - Fact-Checking eBook Content of Nys Court Assistant Study Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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