

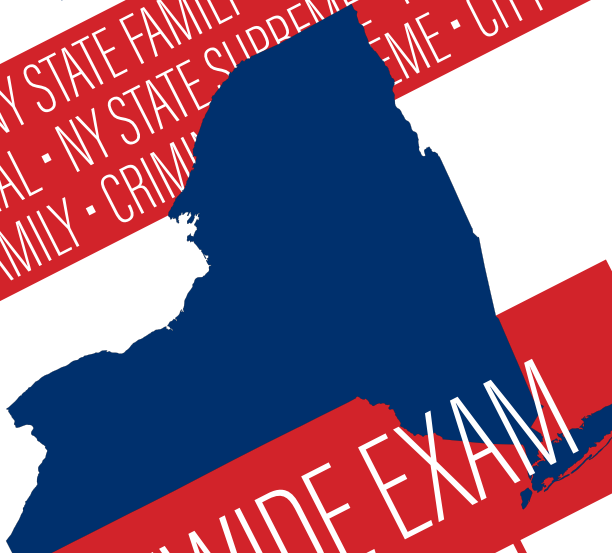


STATEWIDE POSITIONS ARE AVAILABLE

Begin your Career
as a

COURT ASSISTANT

NY STATE FAMILY • CRIMINAL • NY SUPREME
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STATEWIDE EXAM

REGISTER
5.30.17 - 7.5.17

EXAM
10.7.17

THE FILING PERIOD TO REGISTER FOR THE EXAMINATION IS FROM
MAY 30TH THRU JULY 5TH ONLINE AT NYCOURTS.GOV/CAREERS



nycourts.gov/careers

Court Assistants work closely with members of the courtroom team to:

- Provide support for court operations and proceedings;
- Assist the public with court procedures;
- Work with case management systems; and
- Supervise court clerical staff as required

Minimum Qualifications

By the close of filing (July 5th) applicant must have:

- High School diploma or equivalent and Two (2) years of clerical experience;
OR
- Four (4) years of clerical experience;
OR
- Thirty (30) college-level credits substituted for each year of work experience

To be appointed to the position:

- Applicant must be a US citizen and a New York State resident

Filing Instructions

- Apply electronically at nycourts.gov/careers
- \$30 Registration Fee is required (non-refundable)

Exam Information

- Exam Format: Multiple-choice
- Duration: 3 Hours
- Exam Locations: Statewide

Exam Content

- **Clerical Checking:** differentiate between names, numbers, letters and codes
- **Understanding and Interpreting Written Material:** select correct words to complete sentences
- **Applying Facts and Information to given Situations:** read informational paragraphs and apply information to a set of related questions
- **Court Record Keeping:** integrate information from various charts and sources to answer sets of related questions
- **Preparing Written Material:** order sentences in logical sequence; select grammatically correct sentences.
- **Legal Terminology:** select correct definitions of legal terms

For more information about the exam, including sample questions, go to: nycourts.gov/careers.

Benefits

- 20 days paid vacation during 1st year of employment
- 12 paid holidays
- Comprehensive medical, dental and retirement plans

