



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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## OPEN-COMPETITIVE EXAMINATION

**TITLE: NYS COURT OFFICER-TRAINEE (JG-16)**

**EXAM NUMBER: 45-815**

**EXAMINATION  
DATE**

This computer-based, multiple-choice examination will be administered by PSI at test centers throughout New York State from April 15, 2020 to June 10, 2020. The examination time is three hours and 15 minutes. Applicants will be e-mailed a link between March 23, 2020 and April 3, 2020 to self-schedule the examination. Self-scheduling will be first come, first served; specific dates, times and test centers will not be guaranteed. NYS Unified Court System employees will be required to select among the dates/times available on Saturdays and Sundays during the exam administration period. Those 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**

Under the direct supervision of a New York State Court Officer-Sergeant and the general supervision of the court clerk or other security supervisory personnel, 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. 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 traineeship which will include training in court operations and security needs. NYS Court Officer-Trainees are peace officers required to wear uniforms, and may be authorized to carry firearms, execute warrants, make arrests and also perform other related duties. At the end of the two year traineeship, successful candidates will be promoted from a NYS Court Officer- Trainee (JG-16) to a New York State Court Officer (JG-19).

**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** and **non-transferrable** application fee is required to file for this examination. Applications for this examination must be filed **on-line no later than February 26, 2020**. To access the application go to: <http://ww2.nycourts.gov/careers/COT-2020.shtml> Applicants must have an e-mail address to complete the application process and to receive all correspondence regarding this examination. **AN APPLICATION IS CONSIDERED SUCCESSFULLY FILED UPON IMMEDIATE RECEIPT OF AN APPLICATION ID NUMBER.** Be sure to add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: [UnifiedCourtSys@nycourts.gov](mailto:UnifiedCourtSys@nycourts.gov).

**SELF-  
SCHEDULING  
LINK**

Applicants will be e-mailed a link between March 23, 2020 and April 3, 2020 to self-schedule the examination. If you have **not** received a link by April 6, 2020, contact the Office of Court Administration at (212) 428-2580 or e-mail [COEXAMS@nycourts.gov](mailto:COEXAMS@nycourts.gov).

## **MINIMUM QUALIFICATIONS FOR APPOINTMENT**

At the time of appointment, a New York State Court Officer-Trainee must meet **all** of the following minimum qualifications.

- Be at least 20.5 years old
- Possess a High school diploma or the equivalent
- Be a citizen of the United States
- Be a resident of New York State
- Possess a valid New York State Driver's License
- Be legally eligible to purchase and carry firearms

During basic training at the NYS Court Officers Academy, performance will be carefully reviewed and evaluated. **A NYS Court Officer-Trainee who fails to meet the performance standards during Academy Basic Training may be terminated at any time\*.**

\*Minimum probationary period under Rules of the Chief Judge 25.22(b) does not apply to New York State Court Officer-Trainees.

## **PHYSICAL AND MEDICAL REQUIREMENTS**

Physical, medical, and psychological examinations will be conducted to ensure that candidates are able to perform the duties of this position satisfactorily. The examinations will include a fitness test, medical and psychological evaluations and substance abuse screening. For further information about the current physical standards and screening process, <http://ww2.nycourts.gov/careers/cot/screening.shtml> or <http://ww2.nycourts.gov/careers/cot/index.shtml>

## **BENEFITS**

Court employees are eligible to participate in the New York State Health Insurance Plan and the New York State Employee's Retirement System. In addition, full-time employees earn 20 paid vacation days and 12 paid holidays.

## **ADDITIONAL INFORMATION**

For subject matter and frequently asked questions,  
<http://ww2.nycourts.gov/careers/COT-2020.shtml>

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

**APPLICATION:** On-line applications can be filed at. <http://ww2.nycourts.gov/careers/index.shtml> An e-mail address is required to complete the application process and to receive scheduling and result correspondence. An application is considered successfully filed upon receipt of an Application ID Number at time of submission.

**FILING FEE:** A \$30.00 **non-refundable** and **non-transferrable** filing fee is required for this examination using a credit or reloadable debit card. **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 raw 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 [COEXAMS@NYCOURTS.GOV](mailto:COEXAMS@NYCOURTS.GOV) NO LATER THAN APRIL 6, 2020 IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK.**

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