



# CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

## THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

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

**EXAMINATION NO.: 45-841**

### EXAMINATION DATES

This computer-based, multiple-choice examination will be administered by Talogy at test centers located in or convenient to Judicial Districts 3rd through 8th in "Upstate" New York. The examination time is three hours and 15 minutes.

### Open Registration\*

Applicants may register commencing **Thursday, August 1, 2024 through Wednesday, February 5, 2025.**

### Examination Period\*

Exams will be offered:

- October 7, 2024 through October 28, 2024 *(apply by August 30, 2024)*
- January 6, 2025 through January 27, 2025 *(apply by November 15, 2024)*
- March 17, 2025 through April 7, 2025 *(apply by February 5, 2025)*

Self-scheduling will be first come, first served; specific dates, times and test centers will not be guaranteed.

*NYS Court employees only:* NYS Unified Court System employees will be required to select among the available weekend dates/time during an 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.

\*The Office of Court Administration (OCA) reserves the right to extend, suspend, or cancel examination administrations. OCA, at its discretion, may extend, shorten, or eliminate application filing dates.

### 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).

## LOCATIONS OF POSITIONS

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System in only Judicial Districts 3rd through 8th in "Upstate" New York. (At the time of this announcement, positions will not be filled in Judicial District 7<sup>th</sup>.)

## APPLICATION PROCESS

[APPLY HERE](#)

**No application fee is required to file for this examination.** Applications will be accepted from **Thursday, August 1, 2024 to Wednesday, February 5, 2025**. While applications will be accepted throughout this period, there is a deadline by which an application must be received for each examination period. Applications received after a filing deadline will be included with those submitted for the next examination period.

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: [no-reply@panpowered.com](mailto:no-reply@panpowered.com).

## SELF-SCHEDULING LINK

Applicants will be e-mailed a link to schedule the examination 10 to 14 days prior to the start of an exam period. If you have not received a self-scheduling link one week prior to the start of an exam period, e-mail [nycucs\\_support@talogy.com](mailto:nycucs_support@talogy.com). **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

## TESTING POLICIES

Applicants are not permitted to compete in examination 45-841 more than once.

Applicants who fail to appear for their scheduled exam appointment are permitted to resubmit an application for a future examination period.

## MINIMUM QUALIFICATIONS FOR APPOINTMENT

- 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 carry firearms

Candidates must successfully complete four (4) months of paid training program at the NYS Court Officers Academy.

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.

**ELIGIBLE LIST**

The eligible list will be established on or after July 16, 2025. The eligible list will include the names of passing candidates who took the examination in October 2024, January 2025, and March to April 2025.

**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 a substance abuse screening.

For further information about the current physical standards and screening process, please visit [Court Officer Trainee Recruitment](#) or [Court Officer Trainee Recruitment: Screening](#).

Prior to list establishment, candidates who receive a passing score on the written examination may be given the opportunity to begin the post-written examination screening process, which includes a physical ability test and background screening. Final scores on the written exam, including any approved veteran credits, and ranks will be determined at the time of eligible list establishment. Appointments to the NYS Court Officer-Trainee title will only be made after the eligible list is established.

**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 13 paid holidays.

**ADDITIONAL  
INFORMATION**

For subject matter and frequently asked questions, please visit [NYSCOTUPSTATE](#).

## **Subject of Examination for Court Officer-Trainee (JG-16)**

You will be given **three (3) hours and fifteen (15) minutes** to complete the computer-based examination. This examination will consist of multiple-choice questions designed to assess the following:

### **Remembering Facts and Information**

These questions assess applicants' ability to remember the details from an incident. Applicants will be provided with a written description of an incident (story) and will be given five (5) minutes to read and study the story. At the end of the 5-minute period, the story will be removed, and applicants will **not** have another opportunity to refer back to it. Applicants will **not** be permitted to make **any written notes** about the story. There will be a 10-minute delay before applicants are presented with a series of questions about the facts concerning the story.

### **Reading, Understanding and Interpreting Written Material**

These questions assess applicants' ability to understand and interpret written material. The written examination will include **two** types of questions:

Format A - Applicants will be provided with brief reading passages followed by questions regarding the passages. All information required to answer the questions will be provided in the passages. Applicants will not be required to have any special knowledge relating to the content area covered in the passages; and,

Format B - Applicants will be provided with short written passages from which words or phrases have been removed. Applicants will be required to select from four alternatives the word or phrase that logically completes the sentence within the passage when inserted for the missing word or phrase.

### **Applying Facts and Information to Given Situations**

These questions assess applicants' ability to use the information provided and apply it to a specific situation defined by a given set of facts. Applicants are presented with a regulation, policy or procedure that a NYS Court Officer may encounter on the job. Applicants must use this information to answer questions about specific situations. All information required to answer the questions is contained in the passages and in the description of the situation.

### **Clerical Checking**

These questions assess applicants' ability to distinguish between sets of names, numbers, letters and/or codes which are almost exactly alike. There are three sets of information which may appear in different fonts. Applicants will be asked to compare the information in the three sets and identify whether the sets differ. Applicants must use the directions provided to determine the correct answer.

### **Court Record Keeping**

These questions assess applicants' ability to read, combine, and manipulate written information organized from several sources. Applicants will be presented with different types of tables which contain names, numbers, codes and other information, and must combine and reorganize the information to answer specific questions.

## **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 e-mail address is required to complete the application process and to receive scheduling information 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 receipt of an Application ID Number at time of submission.

**FILING FEE:** No application fee is required to file for this examination.

**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 any time 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, 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 [NYCUCS\\_SUPPORT@TALOGY.COM](mailto:NYCUCS_SUPPORT@TALOGY.COM) IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL ONE WEEK PRIOR TO THE START OF AN EXAMINATION PERIOD.**

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