



# NEW YORK STATE UNIFIED COURT SYSTEM 2010-2011 STATEWIDE EXAMINATION SCHEDULE

EXAM DATE	TITLE AND SALARY GRADE	TYPE OF EXAM
November 20, 2010	Court Reporter (JG-24)	Open-Competitive
March 12, 2011	Surrogate's Court Clerk (JG-18) Senior Surrogate's Court Clerk (JG-21)	Promotional Promotional
April 9, 2011	Senior Court Reporter (JG-27)	Promotional and Open-Competitive
June 11, 2011	Law Librarian (JG-20) Senior Law Librarian (JG-24)	Open-Competitive Promotional and Open-Competitive
Fall 2011	Administrative Services Clerk (JG-15) Senior Administrative Services Clerk (JG-20)	Promotional Promotional
Fall 2011	Associate Court Clerk (JG-23) Principal Court Clerk (JG-26)	Promotional Promotional
Fall 2011	Senior Data Recording Assistant (JG-12) Supervising Data Recording Assistant (JG-16) Senior Supervising Data Recording Assistant (JG-18)	Promotional Promotional Promotional

**THE SCHEDULING OF EXAMINATIONS IS SUBJECT TO CHANGE.**

## GENERAL EXAMINATION INFORMATION

### TYPES OF EXAMINATIONS

- **OPEN-COMPETITIVE EXAMINATIONS** are open to all qualified applicants, including members of the general public and employees of the New York State Unified Court System.
- **PROMOTIONAL EXAMINATIONS** are limited to qualified employees of the New York State Unified Court System.

### FILING FEES

A non-refundable \$30 filing fee is charged for all open-competitive examinations. A waiver of the fee requirement is made for employees of the New York State Unified Court System and those who fall into other categories set forth on the examination announcement.

### EXAMINATION ANNOUNCEMENT AND FILING PERIOD

The issuance of an examination announcement and the opening of the filing period usually occurs about three to six months prior to the scheduled examination date. This filing period is at least four weeks long. If you choose to take an examination you must submit an application during the filing period.

### HOW TO OBTAIN APPLICATIONS AND ANNOUNCEMENTS

The application must be submitted online at [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/) during the filing period. An email address and credit or debit card are required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination.

Announcements may be obtained online at: <http://www.nycourts.gov/careers/exams.shtml>, or by visiting any New York State courthouse or court agency, or by writing to the Examination Unit, Office of Court Administration, P.O. Box 1060, Church Street Station, New York, NY 10008-1060. When requesting an announcement by mail, enclose a double stamped, self addressed, business envelope, and specify the examination title on the lower left corner of the envelope.

### EXAMINATION INFORMATION

For further information call:

(800) 578-5627, (212) 428-2580 or contact us by email: [Exam\\_Unit@courts.state.ny.us](mailto:Exam_Unit@courts.state.ny.us)

DIVISION OF HUMAN RESOURCES, PERSONNEL OFFICE - JULY 2010



## CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

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

**TITLE: COURT REPORTER**

**EXAMINATION NUMBER: 45-764**

**STARTING  
SALARY**

The Court Reporter title is graded at JG-24. Effective April 1, 2010, the hiring rate is \$68,418. In addition, appointees in New York City, Nassau, Rockland, Suffolk, and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam counties receive \$1,848 in annual location pay.

**APPLICATION  
FEE**

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/](http://www.nycourts.gov/careers/). Paper applications will not be accepted for filing.** An email address and credit or debit card are required for successful filing.

**DISTINGUISHING  
FEATURES OF  
WORK**

Court Reporters are responsible for verbatim recording and transcribing testimony in formal and informal court settings such as trials, conferences, calendar calls, arraignments, and hearings. They also perform back office and courtroom clerical tasks such as processing forms related to case proceedings. Court Reporters work in the Civil, Criminal and Family Courts of the City of New York and in City, Family, District and County Courts.

**ELIGIBLE LISTS  
AND LOCATION OF  
POSITIONS**

The eligible list resulting from this examination will be used to fill positions throughout New York State. This examination, which will be held on a statewide basis, is open to all qualified candidates, whether employees of the Unified Court System or members of the general public.

**MINIMUM  
QUALIFICATIONS  
TO COMPETE**

- To be eligible to compete, candidates **must** by the date of the examination possess a high school diploma or its educational equivalent **and** meet one of the following:
- 1) 18 months of general verbatim reporting experience\*;
  - or**
  - 2) completion of a course in court reporting and have one (1) year of general verbatim reporting experience.\*

\*Two hundred and fifty (250) days of per diem experience may be substituted for one year of full-time experience.

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**Examination is scheduled to be held  
on November 20, 2010**

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**Applications must be ELECTRONICALLY  
submitted no later than October 1, 2010**

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**MINIMUM QUALIFICATIONS FOR APPOINTMENT**

To be eligible for appointment, candidates **must** by the date of appointment have:  
1) three (3) years of general verbatim reporting experience\*; **or**,  
2) completion of a formal program in court reporting and two (2) years of general verbatim reporting experience.\*

\*Two hundred and fifty (250) days of per diem experience may be substituted for one year of full-time experience.

**RESIDENCY**

New York State residency is **not** a requirement to compete in this examination or for appointment from the eligible list.

**PROBATIONARY REQUIREMENT**

As a condition of successful completion of the one-year probationary period, Court Reporters must demonstrate proficiency in, and use of, computer-aided transcription (CAT).

**BENEFITS**

Court employees receive 20 days of paid vacation during the first year of service in addition to 12 paid holidays. They also accrue 13 days of paid sick leave annually. Participation in medical, dental, life insurance and retirement plans is offered.

**EXAMINATION CENTERS**

This examination will be held only in the following test centers: Albany (01), Binghamton (06), Buffalo (08), Nassau County (21), New York City (24), Nyack (42), Rochester (35), Suffolk County (9), and Syracuse (38).

**SUBJECT OF EXAMINATION**

The examination for Court Reporter will consist of two components as described below: a written test and a dictation performance test presented through a video format. Candidates must obtain a passing score on **each** of the two components. The written component will be weighted 25% and the performance component will be weighted 75% of the final ranked score.

**WRITTEN TEST**

The written examination will consist of multiple-choice questions designed to assess the following:

1. **Knowledge of English Grammar and Usage, Punctuation and Sentence Structure**  
These questions assess candidates' ability to apply the rules of English grammar, usage, punctuation, and sentence structure. Candidates are presented with a series of sentences and must select the sentence that best conforms to standard English grammar, usage, punctuation, and sentence structure.
2. **Spelling and General Vocabulary**  
These questions assess candidates' knowledge of the spelling and meaning of words and phrases that Court Reporters may encounter in their daily work.
3. **Knowledge of Medical, Legal and Technical Terminology**  
These questions assess candidates' knowledge of the medical, legal, and technical terminology that Court Reporters may encounter in their daily work. These questions may include, but are not limited to, terms from fields such as law, forensic science, anatomy, physiology, and medicine.

**SCORING** - The written test is weighted 25%. The passing score for the written examination will be determined at a date following the administration of the examination.

## PERFORMANCE TEST

The performance component of the Court Reporter exam consists of the following **two** parts:

1. **TRANSCRIPTION:** Candidates are required to take and transcribe an Opening Statement of Counsel (averaging **175** words per minute for **3** minutes) and Testimony involving four voices, including examination of witnesses, objections, rulings, etc. (averaging **190** words per minute for **5** minutes).
2. **READ-BACK:** Candidates are also required to take and later read back a Judge's Charge (averaging **185** words per minute for **3** minutes). Candidates are given **5** minutes to study their notes from dictation and **10** minutes to read back the Charge. Candidates must be able to produce a paper record of their stenographic notes and read from these notes for this portion of the examination.

**SCORING** - The performance test is weighted 75%. Candidates must have an average of not more than five (5) errors per one hundred words dictated in order to obtain a passing mark of 70 on the overall performance test which includes the transcription and read-back sections of the test.

**TIMING** - Candidates are given a total of **2½** hours to complete the transcription and read-back parts of the performance test.

### SPECIAL INSTRUCTIONS

1. Only shorthand writing machines will be permitted. Real-time translation is **not** permitted and computers will **not** be allowed to be used during the dictation or the read-back portion of the examination. **The audiosync function of stenograph machines equipped with this feature must be turned off.** Audio or video recording devices will **not** be allowed. Candidates using paperless writers must produce paper notes.
2. Stenographic paper, computer disks and flash cards will not be available at the test site. Candidates must provide their own equipment and supplies necessary to record, transcribe and print the exam. Proper functioning of equipment and having sufficient supplies are the sole responsibilities of the candidate.
3. The transcription portion of the dictation must be completed on a typewriter, personal computer, or with the use of computer-aided transcription (CAT). Candidates must provide their own equipment to transcribe the dictation. Laptop computers and compact printers are preferred since transcription space will be limited. Typewriters and computers will **not** be available at any of the examination sites.
4. All notes, tapes, and diskettes must be given to the Monitor at the close of the examination. Candidates who plan to use stenographic machines requiring diskettes must bring a blank diskette to the examination. After the exam, candidates using stenographic machines with internal memories or who use a memory flash card, will be asked to reformat the writer's memory or flash drives and delete any files from their computer's hard drive. **Therefore, candidates should be careful to arrive at the examination with NO files stored in memory or on the memory flash card.** Candidates must turn off the power to their machines at the close of the examination.
5. Use of dictionaries (English, Legal and/or Medical) will be permitted during the performance component of the examination **only**. Candidates must supply their own dictionaries. Sharing of dictionaries is **not** permitted.
6. Use of **cell phones** and **beepers** are **not** permitted at the test site and must be turned off before entering the test center. You will **not** be permitted to make or receive any calls or electronic messages until the examination is over, and you are dismissed from the test center. Children nor pets are permitted at the test center.
7. Access to the Internet will **not** be permitted during the examination.

## TRANSCRIPTION GUIDELINES FOR CANDIDATES

1. Candidates are responsible for producing their own transcripts without assistance. Candidates must use their own dictionary, and perform their own translating, editing, and printing functions.
2. Additional transcription time will **not** be allowed for equipment failure, candidate mishaps such as accidental erasing of computer files, or forgotten items (e.g., cables, power cords).
3. Candidates are personally responsible for the functioning, or the failure to function, of their machines. Should any equipment fail to function properly, be dropped, stolen, broken, etc., neither the site, the Chief Examiner, nor the Office of Court Administration is responsible.
4. Candidates are responsible for all necessary hardware and software including computer-aided transcription (**CAT**) writers, computers, security keys, blank disks, printers, cables, extension cords, adapters, and surge protector/power strips.
5. The printing of rough drafts is permitted; however, the following rules apply:
  - **All** rough draft pages must be submitted with the final test transcript.
  - **All** rough draft pages must be clearly marked "Rough Draft" and a large "X" marked across the page to distinguish them from final copies.
  - No printer may be shared with another candidate. In the event of a printer failure the candidate may use the remaining test time to transcribe the dictation on a personal typewriter that he or she brings to the test center.
6. Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic disqualification. **Sharing of test material by electronic or manual transmission, via email, text messaging or any other means is not permitted.**
7. Candidates, including those withdrawing from the examination, are required to submit the following items to the room monitor:
  1. Writer Disk (with 9-digit Social Security Number on it)
  2. **All** rough drafts
  3. Final transcript.
8. Candidates whose writer does not use a disk e.g., a RAM or memory flash card, will be requested to reformat the writer's memory after the examination. Therefore, we strongly recommend prior to arriving for the examination, any jobs in the memory be eliminated.

### PLEASE NOTE:

- **TYPEWRITERS AND TRANSCRIPTION PAPER ARE NOT AVAILABLE AT ANY TEST SITE. YOU MAY BRING YOUR OWN TYPEWRITER. IF YOU BRING AN ELECTRIC TYPEWRITER, YOU MUST ALSO BRING AN EXTENSION CORD AT LEAST 10 FEET LONG. IT IS RECOMMENDED THAT YOU BRING AT LEAST 50 SHEETS OF TRANSCRIPTION PAPER.**

**ISSUE DATE: August 2, 2010**

## **INFORMATION FOR OPEN-COMPETITIVE CANDIDATES - PLEASE READ CAREFULLY**

**APPLICATION:** The Office of Court Administration no longer accepts paper applications and money orders for open competitive examinations. The application (UCS-19) must be submitted electronically via the internet. The application internet address is [www.nycourts.gov/careers/](http://www.nycourts.gov/careers/). The applicant's email address and credit or debit card are required for successful submission. Separate applications must be submitted if an applicant is applying to more than one examination.

**FILING FEE:** A \$30.00 non-refundable filing fee is required for this examination using a credit or debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded.

Employees of the Unified Court System are not required to submit 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 submit a filing fee. An exception will also be made for applicants who are unemployed and primarily responsible for the support of a household.

**VETERANS CREDITS:** Disabled and non disabled veterans who are eligible for extra credit will have 10 and 5 points respectively, added to their scores, if they are otherwise successful in the examination. Eligible veterans should claim those credits when they file their application. Further information regarding instructions for filing and eligibility is contained in the application. If veterans 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 a candidate 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 resultant 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:** Candidates who, for religious reasons, cannot be tested on a Saturday must indicate 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) (212) 428-2781 by the close of the filing period for the examination.

**WARNING:** Anyone found unlawfully possessing or disclosing questions and answers from civil service examinations, or giving or taking test information from another candidate during or after the examination, or anyone found 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 taking any future examinations with the Unified Court System and may be subject to other penalties as prescribed by law.

**CANDIDATES SHOULD CONTACT THE OFFICE OF COURT ADMINISTRATION AT (212) 428-2580 IF THEY HAVE NOT RECEIVED THEIR ADMISSION NOTICE VIA E-MAIL FIVE (5) DAYS BEFORE THE NOVEMBER 20, 2010 EXAMINATION DATE**

**The Unified Court System is an Equal Opportunity Employer. M/F**