



## 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: 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-2834.shtml](http://www.nycourts.gov/careers/cok-2834.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

**M Tight**



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