



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: NYS COURT OFFICER-LIEUTENANT (JG-22)

EXAM NO.: 55-838

EXAMINATION DATE

This computer-based examination will be administered at locations throughout New York State on **Saturday, October 19, 2024**. Self-scheduling an examination is first come, first served and subject to availability. Specific times and test centers are not guaranteed. All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time. NYS Unified Court System 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 direct supervision of a New York State Court Officer-Captain or other security supervisor, New York State Court Officer-Lieutenants are responsible for supervising security operations, ensuring the overall security administration of an entire courthouse, and supervising several security teams. NYS Court Officer-Lieutenants provide training and direction to NYS Court Officer-Trainees and supervision to NYS Court Officers and NYS Court Officer-Sergeants. NYS Court Officer-Lieutenants are peace officers, required to wear uniforms and may be authorized to carry firearms. They may execute bench warrants, make arrests and also perform administrative and other related duties.

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

Applications for this examination must be filed on-line between **10 A.M. Tuesday, June 25, 2024 and Wednesday, July 24, 2024**. Applicants must have an active e-mail address to complete the application process and to receive self-scheduling links and Result Notices. **An application is considered filed upon receipt of an Application ID Number at time of submission.** Please add the following e-mail address to your address book to ensure receipt of all correspondence regarding this examination: no-reply@panpowered.com.

SELF- SCHEDULING LINK

Applicants will be e-mailed a link on or about Wednesday, October 9, 2024 to self-schedule the examination. If you have not received the link by Thursday, October 10, 2024, please contact the Office of Court Administration at (212) 428-2580 or e-mail nycucs_support@talogy.com. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, applicants must, by the date of the examination, October 19, 2024, be an active employee and hold current permanent** competitive class status in the NYS Court Officer-Sergeant (JG-20) title **or** hold a permanent appointment in one of the following titles: NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-20), Associate Court Security Officer (JG-22), Security Application Verification and Compliance Officer (JG-20), or Senior Security Application Verification and Compliance Officer (JG-22).

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment from the resultant eligible list, successful candidates must be currently serving[†] in one of the following titles: NYS Court Officer-Sergeant (JG-20), NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-20), Associate Court Security Officer (JG-22), Security Application Verification and Compliance Officer (JG-20), or Senior Security Application Verification and Compliance Officer (JG-22), and have at the time of appointment, one (1) year of service in one of the aforementioned titles.

[†] or on a leave of absence from one of the following titles: NYS Court Officer-Sergeant (JG-20), NYS Court Security Training Officer (JG-20), NYS Senior Court Security Training Officer (JG-22), Senior Court Security Officer (JG-20), Associate Court Security Officer (JG-22), Security Application Verification and Compliance Officer (JG-20), or Senior Security Application Verification and Compliance Officer (JG-22); or currently serving in a non-competitive uniformed title series.

****** Pursuant to Section 25.15(h) of the Rules of the Chief Judge, includes: (1) employees of the Unified Court System who are holding or who have held positions in the non-competitive, exempt or labor class if said employees in the past have held qualifying competitive class positions on a permanent basis and (2) employees with non-competitive status in qualifying titles by virtue of the Handicapped Set Aside Program (HSAP).

SUBJECT OF EXAMINATION FOR NYS COURT OFFICER-LIEUTENANT (JG-22)

This written examination is comprised of multiple-choice questions and is designed to assess the following areas:

Operational Knowledge

These questions assess applicants' knowledge and application of the laws, rules, regulations, procedures, techniques, and practices relating to the duties and responsibilities of a NYS Court Officer-Lieutenant, including, but not necessarily limited to, the areas shown below:

Arrests, Building Evacuation Procedures, Emergency Preparedness Planning, Uniform and Equipment Regulations, Work Responsibilities of NYS Court Officers and Sergeants, Handling of Prisoners, Handling of Evidence and Contraband, Incident Command System (ICS), Jury Supervision, Rules for Possession and Control of Firearms, Search Procedures, Security Procedures, Standard Reports, and the Use of Force.

Sources for these questions include, but are not limited to: the Court Officers Rules and Procedures Manual, the NYS Criminal Procedure Law, the NYS Penal Law, any training materials, FEMA's Independent Study Program course-work materials: ICS-100, ICS-200 and IS-700 (NIMS), directives from the Department of Public Safety as well as any memoranda, or directives from the Office of Court Administration.

Written Communication

Format A: These questions assess applicants' ability to present information clearly and accurately and to organize written information comprehensibly. Applicants are presented with several sentences and must effectively organize them in a coherent and logical order.

Format B: These questions assess applicants' ability to apply the rules of English grammar, usage, punctuation, sentence structure, and spelling. Applicants are required to proofread short written selections/paragraphs and identify errors in grammar, usage, punctuation, sentence structure, and/or spelling.

Format C: These questions assess applicants' ability to review reports and forms commonly encountered by NYS Court Officer-Lieutenants in the course of their general duties and responsibilities for accuracy, completeness, and clarity.

Supervision

These questions assess applicants' ability to effectively supervise court operations and to resolve problem situations likely to be encountered on the job by a NYS Court Officer-Lieutenant. Applicants are presented with workplace situations and are then asked to evaluate potential responses to the situation based upon the information provided and their knowledge of effective supervision relating to such areas as: orienting and training officers, delegating work assignments, problem solving, evaluating work performance, interacting with the public, communicating effectively with others, staffing, security operations, and employee counseling on work-related issues.

Scheduling and Organizing Information

These questions assess applicants' ability to schedule and coordinate the assignment of court security personnel. Applicants are presented with information regarding the duties and responsibilities of a NYS Court Officer-Lieutenant in a fictitious court with a specific set of policies, rules and procedures for handling prisoners and assigning officers to posts and assignments. By using the information presented, applicants are required to schedule and assign officers to posts in multiple court parts, to schedule officers for training, and to make decisions regarding the handling of prisoners.

INFORMATION FOR PROMOTIONAL APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at www.nycourts.gov/careers/. A working e-mail address is required to complete the application process and to receive Admission and Result Notices. Separate applications must be submitted if an applicant is applying to more than one examination. An application is considered successfully filed upon immediate receipt of an Application ID Number.

SENIORITY CREDITS: Successful applicants will have seniority credits added to the final score based upon the length of continuous permanent service in the Unified Court System. One point will be added for each five-year period, or fraction thereof, of permanent or contingent permanent service, excluding the first year of service if otherwise successful on the examination. Seniority credits are computed up to the scheduled date of the examination, October 19, 2024.

VETERAN CREDITS: Disabled (5 points) and non-disabled (2.5 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 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 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) (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 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 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 IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY OCTOBER 10, 2024.

The Unified Court System is an Equal Opportunity Employer.