



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

(Amended July 22, 2025)

TITLE: COURT REVENUE ASSISTANT (JG-16)

EXAMINATION NO.: 45-847

EXAMINATION DATE

This 3.5-hour, computer-based, multiple-choice examination will be administered at locations throughout New York State on **Friday, November 7, 2025 and Saturday, November 8, 2025**. Self-scheduling will be first come, first served and subject to availability; specific dates, times and test centers will not be 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 weekdays must take the examination on Saturday, November 8, 2025.** 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 Chief Clerk, Deputy Chief Clerk or other supervisory personnel, Court Revenue Assistants collect cash and perform fiscal tasks in which mathematical calculations are fundamental and may include accepting fees, fines, bail or other payments; disbursing funds including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files, providing information at public counters, and other related duties.

FILING PERIOD

Applications for this examination must be filed online between **10 A.M. Wednesday, July 30, 2025 and Wednesday, September 17, 2025**. Applicants must have an active e-mail address to complete the application process and to receive self-scheduling links and Results Notices. An application is considered filed upon receipt of an Application ID Number at time of submission.

APPLICATION FEE

A **\$30.00 non-refundable, non-transferable** application fee, plus a **2.99% credit/debit card non-refundable, non-transferable service fee**, is required to file for this examination.

FEE WAIVER: You may be eligible for a fee waiver if you are a full-time college student, OR if you or your immediate family are on public assistance, OR if you are unemployed. You may apply for a fee waiver at the payment portion of the application. Employees of the NYS Unified Court System are not required to submit a filing fee.

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, applicants must, by the date of the examination, November 8, 2025, meet one of the following:

1. An Associate's degree from an accredited college in business, accounting, finance or a related field.

- or -

2. A high school diploma or the equivalent and three (3) years of relevant experience as a bank teller, bookkeeper, head cashier, accounting clerk, or other position that requires accounting or bookkeeping duties.

SELF- SCHEDULING LINK

Applicants will be e-mailed a link on or about Wednesday, October 29, 2025 to self-schedule the examination. If you have not received a link by Thursday, October 30, 2025, please e-mail nycucs_support@talogy.com. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

**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. A promotional examination, Court Revenue Assistant (55-847), is being held in conjunction with this open-competitive examination. The promotional list will be used to make appointments before appointments are made from the list established from this open-competitive examination.

SUBJECT OF EXAMINATION FOR COURT REVENUE ASSISTANT (JG-16)

This is a multiple-choice examination and is designed to assess the following:

I. CODING AND DECODING INFORMATION - These questions assess applicants' ability to use written sets of directions to code and decode information for court record keeping. Applicants will be presented with information in a table format that includes names and numbers and will be asked to use a set of coding rules to encode and decode information accurately. Applicants may be required to combine and reorganize the information to answer questions.

II. 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 similar to what a Court Revenue Assistant may encounter on the job. Applicants must use this information to answer questions about specific situations. All of the information required to answer the questions is contained in the passages and in the description of the situation.

III. NUMBER FACILITY - These questions assess applicants' ability to perform basic mathematical calculations* involving addition, subtraction, multiplication, division and percentages. Information will be presented in numerical or table format using forms typically found in the court setting.

IV. RECONCILING CASH BALANCES - These questions assess applicants' ability to work with various types of cash register summary reports. Questions will be based solely on the information contained in these reports.

V. BASIC LEGAL AND REVENUE COLLECTION TERMINOLOGY - These questions assess applicants' knowledge of legal and revenue collection terminology and general court procedures that Court Revenue Assistants encounter in their daily work.

VI. QUALITY SERVICE ORIENTATION - These questions assess applicants' ability to respond to situations that Court Revenue Assistants encounter when interacting with the public, court staff and other court users.

** NOTE: A simple on-screen calculator will be available for candidates to use, should it be needed.*

INFORMATION FOR OPEN-COMPETITIVE APPLICANTS - PLEASE READ CAREFULLY

APPLICATION: Electronic applications can be filed at 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: A **\$30.00 non-refundable and non-refundable filing fee**, plus a **2.99% credit/debit card non-refundable service fee**, is required for this examination using a credit or reloadable debit card. Please read the announcement and instructions carefully as the filing fee will not be refunded. You may be eligible for a fee waiver if you are a full-time college student, OR if you or your immediate family are on public assistance, OR if you are unemployed. You may apply for a fee waiver at the payment portion of the application. Employees of the NYS Unified Court System are not required to submit a filing fee.

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 IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY OCTOBER 30, 2025.

The Unified Court System is an Equal Opportunity Employer.