



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: PRINCIPAL SURROGATE'S COURT CLERK (JG-26)

EXAM NO.: 55-849

**EXAMINATION
DATE**

This 4-hour, computer-based, multiple-choice examination will be administered at locations throughout New York State on **Saturday, February 7, 2026**. Self-scheduling will be first come, first served and subject to availability; specific 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. 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 of Rules of the Chief Judge.

**DISTINGUISHING
FEATURES OF
WORK**

Principal Surrogate's Court Clerks work in the largest Surrogate's Courts that are located in New York City or in counties with populations exceeding 400,000, where they apply expert knowledge to complex problems related to accounting, probate, administration, guardianship, adoptions or other functional areas of Surrogate's Court. They may also supervise units staffed by Associate Surrogate's Court Clerks and other subordinate personnel, be designated to act in the absence of the Chief Clerk, and perform other related duties.

FILING PERIOD

Applications for this examination must be filed online between **10 A.M. Wednesday, November 12, 2025 and Wednesday, December 17, 2025**. 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.**

**MINIMUM
QUALIFICATIONS
TO COMPETE**

To be eligible to compete in this examination, candidates must have current permanent* competitive class status in the Associate Surrogate's Court Clerk or Associate Court Clerk title by the examination date, February 7, 2026.

**MINIMUM
QUALIFICATIONS
FOR
APPOINTMENT**

To be eligible for appointment, successful candidates must have, at the time of appointment, one (1) year of current permanent* competitive class service in the Associate Surrogate's Court Clerk or Associate Court Clerk title.

**SELF-
SCHEDULING
LINK**

Applicants will be e-mailed a link on or about Wednesday, January 28, 2026 to self-schedule the examination. If you have not received a link by Thursday, January 29, 2026, 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.

*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 Ability First 55 (b/c) Program (formerly known as the Handicapped Set Aside Program (HSAP)). Pursuant to Section 25.25(f) of the Rules of the Chief Judge, a provisional appointee who receives a permanent appointment to the same title immediately following the provisional appointment will have all time spent as a provisional appointee in such title credited towards the qualifications required to take a promotional examination as well as eligibility for appointment from the resulting eligible list.

SUBJECT OF EXAMINATION FOR PRINCIPAL SURROGATE'S COURT CLERK (JG-26)

This written examination will be multiple-choice designed to assess knowledge of legal terminology, statutes, rules and procedures in effect in the New York State Unified Court System as of September 30, 2025, as set forth in the:

- A. **Surrogate's Court Procedure Act**: Articles 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17a, 18, 19, 20, 21, 22, 23, 24, and 25 and articles of Civil Practice Law and Rules referred to therein;

- B. **Estates, Powers and Trusts Law**: Articles 1, 2, 3, 4, 5, 7, 11, 12, and 13;

- C. **Domestic Relations Law**: Section 117;

- D. **Social Services Law**: Section 384-b;

- E. **New York State Tax Law**: Sections 971(a), 981, and 994;

- F. **Rules of the Chief Administrator of the Courts**: Parts 130-1.1, 130-1.1a and Uniform Rules for the Surrogate's Court Part 207, and official court forms.

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. Provisional and non-competitive service does not count toward seniority credits. Seniority credits are computed up to the scheduled date of the examination, February 7, 2026.

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 JANUARY 29, 2026.

The Unified Court System is an Equal Opportunity Employer.