



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: SENIOR COURT CLERK (JG-22)

EXAMINATION NO.: 55-859

EXAMINATION DATE

This 3-hour, computer-based examination will be administered at locations throughout New York State on **Saturday, October 10, 2026**. 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. Employees who are regularly scheduled to work weekends shall be granted an alternate weekend date or 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

Senior Court Clerks are assigned to courts in New York City, Nassau County, Suffolk County, and the Ninth Judicial District. Senior Court Clerks serve as part clerks swearing witnesses, polling jurors, maintaining custody of exhibits and keeping court minutes in individual assignment system and other parts. As part clerks, Senior Court Clerks are responsible for the supervision of uniformed court personnel who have peace officer status and who guard prisoners and maintain security in the courtroom. Senior Court Clerks also work in court offices where they supervise Court Assistants and other court personnel engaged in processing prisoner correspondence, reviewing calendaring decisions, motions for sufficiency and preference, and orders for conformance with decisions. Senior Court Clerks may also supervise a full-time branch office of a court staffed by Court Assistants, be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and perform other related duties.

FILING PERIOD

Applications for this examination must be filed online between **10 A.M. Wednesday, July 8, 2026 and Wednesday, August 5, 2026**. 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.

MINIMUM QUALIFICATIONS TO COMPETE

To be eligible to compete in this examination, candidates must have current permanent** competitive class status in any competitive title in the Unified Court System by the examination date, October 10, 2026.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

Successful candidates must have two (2) years of current permanent** competitive class service in the Unified Court System to be eligible for appointment. In addition, successful candidates must be United States citizens at time of appointment.[†]

[†] Per CPL 2.10, Court Clerks employed in the First and Second Departments are peace officers. Per CPL 2.30, such employees are mandated to complete peace officer training.

**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.

**SELF-
SCHEDULING
LINK**

Applicants will be e-mailed a link on or about Wednesday, September 30, 2026 to self-schedule the examination. If you have not received a link by Thursday, October 1, 2026, please e-mail nycucs_support@talogy.com directly for a duplicate. **All examination appointments must be self-scheduled at least 24 hours in advance of the scheduled examination time.**

**LOCATIONS OF
POSITIONS**

The eligible list established as a result of this examination will be used to fill positions in the Unified Court System in New York City, the 9th Judicial District, Nassau County, and Suffolk County.

SUBJECT OF EXAMINATION FOR SENIOR COURT CLERK (JG-22)

The Senior Court Clerk Examination is a promotional examination administered in conjunction with the Court Clerk Examination. This computer-based examination consists of **105** multiple-choice questions designed to assess applicants' knowledge of legal terminology, statutes, and the rules and procedures in effect in the New York State Unified Court System as of **May 31, 2026**, as set forth in:

1. Civil Practice Laws and Rules - Articles 2, 3, 4, 5, 10, 11, 21, 22, 23, 30, 32, 34, 40, 41, 42, 43, 44, 50, 52, 55, 70, and 78 and any other statutes, rules and court procedures referred to therein;
2. Criminal Procedure Law - Articles 1, 10, 30, 100, 110, 120, 160, 170, 180, 190, 195, 200, 210, 220, 260, 270, 280, 300, 310, 320, 330, 340, 350, 360, 380, 390, 410, 420, 430, 440 (Sections 10-40, & 47), 500, 510, 520, 530, 550, 720, 722, 725, and 730 and any other statutes, rules and court procedures referred to therein;
3. Penal Law - Articles 10, 55, and 80 and any other statutes, rules and court procedures referred to therein;
4. Family Court Act - Articles 1 (Parts 1, 5, 6, 7), 2 (Parts 1, 2, 4, 5, 6), 3 (Parts 1, 2, 4, 5, 6, 7, 8), 4, 5, 5-B, 6, 7, 8, 10, 10-A, 10-C and 11 and any other statutes, rules and court procedures referred to therein;
5. Other laws and statutes including:
 - a. Uniform Rules for the New York State Trial Courts - Parts 200 (Sections 1-9), 202 (Sections 2, 3, 5, 6, 8, 9, 12, 13, 16, 19, 21, 22, 26, 27, 28, 33, 42, 48, 56, 70), and 205 (Sections 2-5, 7-11, 14, 15, 17, 24-26, 29, 34-37, 42-44, 48, 49, 51-53, 57-59, 62, 64-66, 80, 81, 85), and 208;
 - b. Real Property Actions and Proceedings Law - Article 7;
 - c. Domestic Relations Law - Article 5-A;
 - d. Social Services Law - Section 384-C;
 - e. Vehicle and Traffic Law - Sections 511, 1192, and 1193;
 - f. Mental Hygiene Law - Articles 9, 10, 81.

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, **October 10, 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 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 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 NYCUCS_SUPPORT@TALOGY.COM IF THEY HAVE NOT RECEIVED THEIR SELF-SCHEDULING LINK VIA E-MAIL BY OCTOBER 1, 2026.

The Unified Court System is an Equal Opportunity Employer.