CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES A PROMOTIONAL EXAMINATION

TITLE: SURROGATE'S COURT CLERK (JG-20) **EXAMINATION NO.: 55-862**

EXAMINATION DATES

This 3-hour, computer-based examination will be administered at locations throughout New York State on **Saturday, April 10, 2027**. 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

Surrogate's Court Clerks work in Surrogate's Courts in counties with populations exceeding 400,000 where they perform duties relating to probate, administration, accounting and other functional areas. Surrogate's Court Clerks accept and review petitions and other court documents for accuracy, completeness and sufficiency; supervise Court Assistants and other office clerical personnel engaged in processing Surrogate's Court papers and perform related duties as assigned.

FILING PERIOD

Applications for this examination must be filed online between **10 A.M. Thursday, January 7, 2027 and Wednesday, February 10, 2027**. 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, applicants must have current permanent** competitive class status in any competitive title in the Unified Court System by the examination date, April 10, 2027.

MINIMUM QUALIFICATIONS FOR APPOINTMENT

To be eligible for appointment, successful applicants must have, at the time of appointment, two (2) years of current permanent** competitive class status in any title in the Unified Court System.

SELF-SCHEDULING LINK

Applicants will be e-mailed a link on or about Wednesday, March 31, 2027 to self-schedule the examination. If you have not received a link by Thursday, April 1, 2027, 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 Judicial Districts 3 through 8.

**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 SURROGATE'S COURT CLERK (JG-20)

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

I. KNOWLEDGE OF SURROGATE'S COURT PROCEDURES AND LEGAL TERMINOLOGY:

These questions assess applicants' knowledge of Surrogate's Court Procedures in effect in the New York State Unified Court System as of December 31st, 2026, in the following areas:

a. The Surrogate's Court Procedure Act, including but not limited to Articles 1, 2, 3, 4, 7, 8, 9, 10, 13, 14, 15, 16, 17, 17A, 18, 20, 22, 24, and 25; and articles of Civil Practice Law and Rules referred to therein.

b. Estates, Powers and Trusts Law, including but not limited to Articles 1, 2, 3, 4, and 5.

c. Uniform Rules for the New York State Trial Courts (22 N.Y.C.R.R.), Part 207 (Surrogate's Court).

II. ORGANIZING AND INTERPRETING WRITTEN MATERIAL:

This section assesses applicants' ability to organize and understand written material using the following two formats:

Format A: Applicants will be presented with several sentences and must select the sequence that most effectively organizes them into a coherent and logical paragraph.

Format B: Applicants will be presented with brief reading selections followed by questions that require the interpretation and/or application of the information presented in the reading selections to given situations. All of the information required to answer the questions will be provided in the selections. Applicants will not be required to have any prior knowledge relating to the content areas covered in the selections.

Surrogate's Court Clerk exam applicants are given three (3) hours to complete the exam.

ISSUE DATE: OCTOBER 27, 2026

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, **April 10, 2027**.

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 APRIL 1, 2027.

The Unified Court System is an Equal Opportunity Employer.

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