



CAREER OPPORTUNITIES IN THE NEW YORK STATE UNIFIED COURT SYSTEM

THE OFFICE OF COURT ADMINISTRATION ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION

TITLE: SENIOR COURT OFFICE ASSISTANT EXAMINATION NUMBER: 45-783 (Amended 3/26/14)

An examination for the title of Court Office Assistant (#45-782) will also be held on the same date. The examinations for Court Office Assistant and Senior Court Office Assistant have been designed to allow candidates to participate in both examinations on the same day in a single testing administration session. Candidates may apply for both examinations by filing separate applications and paying the required application fee with each filing.

STARTING SALARY

The title of Senior Court Office Assistant is graded at JG-12. As of the date of this announcement, the statewide hiring rate is \$35,434. In addition, appointees in New York City, Suffolk, Rockland, Nassau and Westchester Counties receive \$3,697 in annual location pay. Appointees in Orange, Dutchess and Putnam Counties will receive \$1,848 in annual location pay.

APPLICATION

A \$30 **NON-REFUNDABLE** application fee is being charged to file for this examination. **Application and fee must be ELECTRONICALLY filed at www.nycourts.gov/careers/** . An e-mail address and credit card or reloadable debit card are required for successful filing.

DISTINGUISHING FEATURES OF WORK

Senior Court Office Assistants use an understanding of administrative and legal requirements, policies, and procedures, to work with a limited degree of independence on a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants may work at public counters as information clerks, may perform incidental keyboarding of information, may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and may perform other related duties. Senior Court Office Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

MINIMUM QUALIFICATIONS

To be eligible for appointment, candidates must have two(2) year of full-time clerical experience* and a High School diploma or its educational equivalent prior to the establishment of the eligible list. Thirty (30) college level credits may be substituted for each year of work experience.

***Clerical experience includes: filing materials; sorting mail; unpacking supplies; operating office machinery; recording and or copying written numerical material; communicating directions and information orally to staff; processing documents; receiving/unpacking goods, supplies and/or materials; reviewing and correcting typed materials to ensure correct spelling, punctuation and proper format; operating office machinery; reviewing documents and forms in accordance with written rules and policies; checking documents and forms to determine whether required information is present and accurate; filing, retrieving, and sorting paper and folders according to an established alphabetical, chronological, numerical or functional filing system; responding to telephone or written questions; taking messages; performing incidental typing; answering telephone, etc.**

Ny Senior Court Office Assistant Study Guide

David Reuben Turner



Ny Senior Court Office Assistant Study Guide:

Correction Officer; a Complete Study Guide for Scoring High on the Exam David Reuben Turner, 1966 *Master the Clerical Exams* Peterson's, 2010-07-01 Peterson's *Master the Clerical Exams* provides test preparation for those seeking public and private sector clerical positions This essential test prep guide includes tips on how to score high on many of the most widely used exams for jobs with federal state and local governments an overview of the civil service test taking process and subject reviews of all test areas *Master the Clerical Exams* offers readers 9 practice tests covering all subjects presented in clerical exams writing typing coding vocabulary syntax analogies reading comprehension spelling and basic math Answer keys and detailed explanations for each practice test Detailed information on career opportunities in the public and private sectors including eligibility requirements and application procedures **Office Assistant: Clerk GS 1-4, Office Aide** David Reuben Turner, 1972 **Principal Clerk-stenographer, Chief-senior-supervising** Arco Publishing Company, 1966

Adult Education Through Home Study J. L. Pugni, 1965 Survey of adult education through correspondence courses in the USA covers learning and teaching methods admission requirements the curriculum training programmes etc and includes directories of courses and home study training centres **Police Promotion** Joseph A. Murray, 1962 **How to Pass Annapolis Entrance Exams** Arco Publishing Company, 1959 **The Art and Practice of Court Administration** Alexander B. Aikman, 2006-12-15 *The Art and Practice of Court Administration* explores the context in which court administration is practiced and identifies the qualities and skills court administrators need Divided into two major parts part one covers the history of the field and how courts are organized environmental conditions in which court administration is practiced special impact on courts of the elected clerk of court prosecutor and the sheriff the judge's administrative roles as well as how a judge's judicial and administrative roles work with management The second part reviews a new approach for setting and adjusting priorities among the multiple functions courts perform the Hierarchy of Court Administration It defines priorities analyzes court roles that establish mission critical functions and sets an agenda for advancing courts throughout this century Thorough and complete *The Art and Practice of Court Administration* details how courts operate the court administrator's position and responsibilities and approaches to issues and problems *American Book Publishing Record* R.R. Bowker Company, 1978 **Nurse (practical and Public Health) Student Nurse** Arco Publishing Company, 1961 **Document Retrieval Index**, 1972 **Monthly Catalog of United States Government Publications**, **Monthly Catalogue, United States Public Documents**, 1994-12 **Clearinghouse Review**, 1971 **Federal Probation**, 1989 **Limitation of Appellate Jurisdiction of the United States Supreme Court** United States. Congress. Senate. Committee on the Judiciary, 1957 *Catalog of Copyright Entries. Third Series* Library of Congress. Copyright Office, 1979 **Court Executive Training Program Design** Geoff Gallas, 1972 **Spanish** Edward C. Gruber, 1963 **Limitation of Appellate Jurisdiction of the U.S. Supreme Court** United States. Congress. Senate. Committee on the Judiciary. Subcommittee to Investigate the

Administration of the Internal Security Act and Other Internal Security Laws, 1957 Considers legislation to limit Supreme Court appellate jurisdiction over congressional investigations Federal or state security programs school board decisions on teacher subversive activity or state bar association lawyer admission practices regarding subversive activity

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berat besi beton tersebut massa besi beton $0.006165 \times d^2 \times l$ $0.006165 \times 16^2 \times 12.18 = 938 \text{ kg}$

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gedung adalah suatu konstruksi bangunan buatan manusia yang terbuat dari beberapa material menjadi satu kesatuan untuk dijadikan tempat beraktivitas perhitungan analisis pada gedung bertingkat sangat penting agar konstruksi gedung memiliki kekuatan yang kokoh dan sesuai dengan umur rencana

estimasi anggaran biaya konstruksi gedung beringkat - Apr 26 2023

daftar biaya komponen kegiatan vol pondasi $0.054 \text{ m}^2 \times 112.57 \text{ m} = 6.08 \text{ m}^3$ pembangunan bangunan gedung volume aanstamping volume lantai kerja klasifikasi tidak sederhana luas aanstamping 0.8×0.15 luas dalam ribuan rupiah biaya biaya biaya total lantai kerja 0.8×0.05 konstruk perencan manajemen

perhitungan struktur beton bertulang gedung - Sep 19 2022

perhitungan struktur beton bertulang gedung kantor tujuh lantai di pontianak arikris siboro1 m yusuf2 aryanto2 abstrak dewasa ini pertumbuhan penduduk semakin pesat disusul dengan semakin banyaknya pembangunan gedung gedung hal ini mengakibatkan terjadinya penyempitan lahan

cara menghitung kekuatan besi plat lantai beton mitraruma - Dec 23 2022

perlu diingat ya bahwa cara menghitung kekuatan lantai beton ini hanya sekedar rule of thumb alias gambaran kasarnya saja $1.40 \times l$ adalah lebar bentang misalnya bangunan $4 \times 4 \text{ m}$ maka $1.40 \times 4 = 5.6$ atau 10 cm rumus balok $1.12 \times l$ jadi balok yang mesti dipersiapkan untuk menahan beban adalah $1.12 \times 10 = 11.2$ atau 33 cm terkadang

cara menghitung volume beton bertulang dan tidak bertulang - Jan 24 2023

sep 13 2019 cara menghitung volume beton terdiri dari 2 cara yaitu cara menghitung volume beton tanpa tulangan dan cara menghitung volume beton bertulang di dalam perhitungan material konstruksi beton tercampur berdasarkan susunan agregat dari yang terhalus sampai ke yang paling kasar dengan campuran material semen pasir dan kerikil

perencanaan gedung bank 6 lantai dengan menggunakan struktur beton - Mar 14 2022

pada balok beton bertulang digunakan dimensi 400×1000 350×700 300×600 250×500 250×400 200×400 dan 150×300 sedangkan untuk tulangan longitudinal menggunakan tulangan diameter d22 d19 d16 d13 dan d10 tulangan transversal menggunakan tulangan diameter $\emptyset 10$ dan $\emptyset 8$

perencanaan struktur beton bertulang gedung - Jul 30 2023

perencanaan bangunan gedung bertingkat akan mempertimbangkan efisiensi dan mengacu pada peraturan sni 2847 2019 tentang persyaratan beton struktural untuk bangunan gedung dan sni 1726 2019 yaitu tata cara perencanaan ketahanan gempa untuk struktur bangunan gedung dan non gedung

perancangan gedung bertingkat 10 lantai dengan beton bertulang mutu - Aug 31 2023

perancangan gedung bertingkat 10 lantai dengan beton bertulang mutu tinggi ida ayu putu eka chandra saraswati nrp 03111740000023 hilda imama rofiq nrp 03111740000060 surabaya desember 2020 menyetujui dosen pembimbing bambang piscesa s t m t ph d nip 198403182008121002 1 mengetahui sekretaris

contoh laporan struktur bangunan gedung bertingkat download gratis - Jun 28 2023

contoh laporan hitungan struktur bangunan gedung bertingkat pada pekerjaan perencanaan suatu bangunan maka akan dilakukan survey lokasi dan pengambilan data situasi pada lokasi tersebut misalnya seperti countur tanah elevasi sondir tanah akses jalan keadaan sekitar