

**IMPORTANT INFORMATION: Senior Court Clerk, JG21
and Court Clerk, JG18 Promotional Examination**

We are releasing a substantial number of promotional positions in the Senior Court Clerk, JG21, title in September. It is expected that, once the positions are filled, the current list for Senior Court Clerk, JG21, will be exhausted in a number of courts.

As you likely are aware, the Senior Court Clerk, JG21, and Court Clerk, JG18, titles are tested for simultaneously. The current lists were established in October of 2016.

Accordingly, the examination scheduled for these titles is again accelerated. The examinations for Senior Court Clerk, JG21, and Court Clerk, JG18, will be held in March 2018 and the lists will be established as soon as practicable.

Please make certain to share this information with employees who may currently be on the lists in effect for these two titles. It is important that anyone on the Senior Court Clerk list, in particular, be aware that when the canvass is released in September, it may be their last opportunity for appointment from the current list. Once the new list is established for Senior Court Clerk in 2018, the current list cannot be used to fill positions. Accordingly, they should plan on taking the examination again if they are not offered or do not accept a promotion from the current list.