



PROMOTION EXAMINATION

Examination No. & Title	Salary Grade	Beginning Salary	Non-Refundable Processing Fee (Waivers Available)
31-461020 Business Document Specialist 2	11	\$47,695	\$0
31-462020 Business Document Specialist 3	14	\$56,506	\$0
31-463020 Business Document Specialist 4	17	\$63,361	\$0

**Multiple-Choice Test
To Be Held:
JULY 11, 2026***

**Applications MUST Be Submitted
Online or Postmarked By:
MAY 27, 2026**

***Due to the size of the candidate population for this date, candidates will be tested at a Computer-Based Testing Center in their area and may schedule to take their test on either Saturday, July 11, 2026, or Sunday, July 12, 2026. Candidates will receive a notification email from ytm.system@youtestme.com requiring them to self-schedule for one of the open exam sessions being administered. Candidates will receive their admission notice after self-scheduling for their test and will be notified of their test site location on their admission notice.**

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

Promotion examination open to all qualified employees of the New York State Department of State.

Minimum Qualifications: On or before July 11, 2026, you must be a qualified employee of the New York State Department of State and have had three months of permanent competitive, non-competitive NY HELPS**, or 55-b/55-c service as shown below. If you have received a permanent appointment to a qualifying title listed and served provisionally*** in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for this examination.

For Exam No. 31-461020:

- Either A.** as a Business Document Specialist 1 or a Business Document Specialist Trainee;
- Or B.** in any position at Grade 9 or above.

For Exam No. 31-462020: as a Business Document Specialist 2.

For Exam No. 31-463020: as a Business Document Specialist 3.

Only the title or titles listed are qualifying.

If you were permanently appointed to a qualifying title on or before April 11, 2026, and have served continuously in this title since that date, you are eligible to file for this examination.

***If you were permanently appointed via the New York Hiring for Emergency Limited Placement Statewide (NY HELPS) program to a qualifying title in the non-competitive class on or before April 11, 2026, and have served continuously in this title since that date, you may apply for this examination.*

****If you were permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination. Your provisional appointment must have been on or before April 11, 2026, to qualify for this examination.*

Qualifying Experience For Appointment From The Eligible List: For Exam No. 31-461020: After one year of service at the Full Performance Level, successful candidates will be qualified for appointment from the eligible list.

For Exam Nos. 31-462020 and 31-463020: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

Employees appointed via the NY HELPS program to a qualifying title in the non-competitive class will have their names restricted from appointment from the eligible list until their position is covered-in to the competitive class by action of the New York State Civil Service Commission or otherwise obtain permanent competitive status in the position.

If you have received a permanent appointment to a qualifying title listed and served provisionally in that title immediately preceding your permanent appointment, such provisional service may be counted towards meeting the time in title required for appointment from the eligible list.

Eligibles who meet the "B" qualifications, and who are subsequently appointed to an "A" title, may request to have their name added to the "A" list, once they have completed the time in title year(s) of service in the full performance level "A" title. The request should be submitted in writing to the NYS Department of Civil Service, Albany, New York 12239; Attention: S2/MXT.

Order of Certification: The order of certification of this eligible list will be:

1. "A" eligibles
2. "All" eligibles

The Positions: These positions exist in the New York State Department of State and are located in Albany.

Duties: As a **Business Document Specialist 2**, you would be assigned to corporation and business entity filings and provide technical assistance to individuals and review documents filed under the corporation laws, partnership law, limited liability company law, and related miscellaneous laws. You would review certificates for compliance with laws; determine the applicable section of law of the filing; ensure that all required consents from other State agencies accompany a proposed filing; prepare written correspondence to explain problems or filing deficiencies to customers or their representatives; return deficient certificates for correction; answer more difficult questions and requests for records by attorneys, paralegals, and their staff; explain statutory requirements and defend the agency's policies and procedures regarding these requirements; calculate tax on shares for the purpose of reinstatement; and create computerized index record for all filings.

As a **Business Document Specialist 3**, you would supervise a team of lower-level Business Document Specialists and support clerical staff and review the most difficult certificates filed under a variety of laws. You would review and accept service of process against corporations and business entities; correspond with attorneys, paralegals and their staff to resolve compliance issues with the State's Business Corporation Law and related laws; and perform the full range of supervisory duties.

As a **Business Document Specialist 4**, you would oversee multiple sections headed by Business Document Specialists 3 and provide high level legal and/or business expertise to individuals. You would direct work activities in assigned sections by monitoring productivity and arranging for resources; analyze operations to ensure work flows smoothly; analyze data trends on requests and compliance questions brought by attorneys, paralegals, and the business community for the State's Business Corporation Law and related laws; act as primary liaison with program counsel and management on complex filing issues; serve as liaison with information technology staff on the development, testing, and maintenance of computer applications; and perform the full range of administrative supervisory duties.

Subject of Examination: To be considered for appointment to this title, you must pass the multiple-choice test . The multiple-choice test evaluates your knowledge, skills, and/or abilities in the following areas:	For Examination Nos.		
	31-461020	31-462020	31-463020
1. Preparing written material - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.	X	X	X
2. Understanding and interpreting written material - These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.	X	X	X
3. Arithmetic computation with calculator - These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone .	X		
4. Educating and interacting with the public - These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.		X	X
5. Evaluating conclusions in light of known facts - These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.		X	X
6. Supervision - These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.		X	
7. Administrative supervision - These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and their subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.			X

Test Guide & Sample Test Material: A General Guide to Multiple-Choice Tests is available at <http://www.cs.ny.gov/testing/testguides.cfm>. If Sample Test Material is available for a subject area described above, it can be found at <http://www.cs.ny.gov/testing/sampletestmat.cfm>.

If you pass, your seniority credit(s), if any, will be included in the computation of your final score. Your final score on the eligible list will be determined after adding any Veterans' credits.

Credit For Seniority: Seniority is credited at the rate of one credit for each five-year period (or fraction thereof), excluding the first year of service.

Admission To The Test: If approved for a multiple-choice test, you may self-schedule for a preferred test date and time. You will receive a notification email from ytm.system@youtestme.com requiring you to self-schedule for one of the open exam sessions being administered. You are allowed to reschedule to another test date and time as long as the self-scheduling window is still open. Your admission notice will be sent to you electronically once you self-schedule. You will be notified of your test date, time, and site location on your admission notice. **Candidates who are approved for a reasonable accommodation will be contacted by the Department of Civil Service with the date, time, and site location of their test.**

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How To Apply: You will need a **personal NY.gov ID** to apply for these examinations. If you do not have a **personal NY.gov account**, please [create an account](#).

- Online our Internet address is <http://www.cs.ny.gov/jobseeker>; or
- Download an examination application [NYS-APP form](#); or
- Email cs.sm.examinfo@cs.ny.gov to request NYS-APP forms; or
- Obtain an NYS-APP form from a state agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

RELIGIOUS ACCOMMODATION: Most multiple-choice tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Accommodation Unit of the Department of Civil Service at Testaccommodation@cs.ny.gov.

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the multiple-choice test three days before the date of the test, email us at AdmissionNotices@cs.ny.gov. Please provide your first and last name, address, and the last four digits of your social security number, and we will provide you with the information you need to attend your multiple-choice test. If you have an issue other than not receiving your admission notice, please contact our office at (518) 474-6470 in the Albany area or toll free at 1-877-697-5627. Please leave a clear concise message and provide your first and last name, last four digits of your social security number and a daytime phone number.

Business Document Specialist 2
Business Document Specialist 3
Business Document Specialist 4

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No. 31-461020
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TAKING STATE AND LOCAL EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a multiple-choice test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this multiple-choice test, you must notify each of the local jurisdictions no later than two weeks before the test date to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at: <http://www.cs.ny.gov/jobseeker/local.cfm>.

ELIGIBILITY FOR EXAMINATION: To be considered a qualified employee eligible to compete in this examination, you must be employed in, or on leave from, the specified department or agency on a permanent or contingent permanent basis in the competitive class, or in the non-competitive class or labor class if specifically noted on this announcement (or be on an appropriate preferred list), and have the specified time in the specified title or salary grade. You may not compete in a test for a title if you are permanently employed in that title (unless you are still on probation) or in a higher direct line of promotion.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: The use of cell phones, beepers, headphones, or any electronic or other communication devices at your personal testing site or in the test room, hallways, restrooms, building, grounds, or other areas, except as expressly authorized by the Department of Civil Service, could result in your disqualification.

S2/TB1 MXT-*skh*

Issued: 4/24/26