EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

UCS-23

PLEASE POST

STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT

Announcement Number: 3007

POSITION TITLE: **Commissioner of Jurors II** **JG: 25**

LOCATION: **Rensselaer County Courthouse**
80 Second Street
Troy, New York 12180

BASE SALARY: **$72,285 Annual**

CLASSIFICATION: **Exempt / Confidential**

QUALIFICATIONS: Bachelor`s degree from an accredited college or university and three (3) years of work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Commissioners of Jurors are responsible for providing qualified grand and trial jurors to the courts. They serve in a confidential capacity supervising activities of qualifying, summoning, non-compliance enforcement, impaneling, and assigning individuals to serve as jurors as provided by the Judiciary Law and other laws, rules, and regulations. Commissioner of Jurors II positions work in counties where the number of jury trials commenced, averaged over three years, is between 1% and 2% of the statewide total (exclusive of New York City). Commissioner of Jurors II also perform other related duties.

ASSIGNMENT: The Commissioner of Jurors' are responsible in determining source lists for potential jurors, sends out questionnaires and reviews responses to determined whether or not a individual is qualified to serve as specified by statute, ascertains number of jurors to be summoned, issues summonses and determines requests for postponement etc. This position will establish procedures for enforcement of non-compliance with questionnaires and summonses, conduct jury orientation (greet jurors reporting for jury service), explains procedures and laws governing the jury system, maintain attendance records, prepare jury payrolls, prepare budget, monitor expenditures to ensure compliance with allocations and consults with judges and court administrators to develop policy and procedures for new initiatives. This position will supervise staff and perform evaluations for staff members. Good communication skills are required. Additional duties will be discussed at the time of interview.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title and every position does not necessarily require the same duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time is (1).

All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application For Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5pdf) or a resume to:

Carol Schongar, District Executive
Third Judicial District Administrative Judge's Office
40 Steuben Street, 6th Floor
Albany, NY 12207
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: September1, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 22, 2010**

For employment opportunities in the Unified Court System, please go to www.nycourts.gov.
The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.