



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT**

Announcement Number: 3013

POSITION TITLE: Jury Analyst JG: 16

LOCATION: Rensselaer County Commissioner of Jurors Office
Third Judicial District
Rensselaer County Courthouse
80 Second Street
Troy, NY 12180

BASE SALARY: \$44,504 Annual

CLASSIFICATION: Non-Competitive/Confidential

QUALIFICATIONS: High School Diploma or the equivalent and two (2) years of relevant experience.

DISTINGUISHING FEATURES OF WORK: Jury Analysts are responsible to Commissioners of Jurors for overseeing the operations necessary for providing qualified grand and trial jurors to the courts. They recommend policies and procedures, supervise activities of qualifying, summoning, non-compliance enforcement, impaneling, and assigning individuals to serve as jurors, prepare juror payrolls, assist with formulating jury management policies, and assist the Commissioner of Jurors with administrative tasks. They also perform other related duties.

ASSIGNMENT: Under the direct supervision of the Commissioner of Jurors, this position will assist in the operations for qualified grand and trial jurors, recommend source lists for potential jurors, send questionnaires and review them to determine if an individual is qualified or disqualified to serve as a juror, perform orientation for the jurors, maintain attendance records, prepare jury payrolls, assist with the budget, assist in monitoring expenditures to ensure compliance with the allocations, respond to inquiries from the public and assist with the implementation of jury management policies. Knowledge of databases, GroupWise and WordPerfect is preferred. Other 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/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: November 10, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 3, 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.