



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

UCS-23

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

Announcement Number: 3014

POSITION TITLE: Senior Jury Analyst JG: 21

LOCATION: Third Judicial District
Commissioner of Jurors Office
Albany County Judicial Center
6 Lodge Street
Albany, NY 12207

BASE SALARY: \$58,298 Annually

CLASSIFICATION: Non-Competitive/Confidential - (Temporary*)
(*The incumbent accepted a promotion and is serving probation.)

QUALIFICATIONS: High School Diploma or the equivalent and three (3) 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:

Responsibilities include: Monitoring countywide juror pool to ensure sufficient numbers for all courts in Albany County; sending questionnaires and reviewing them to determine qualification; assisting in determining number of jurors to be summoned; overseeing the mailing of summonses to jurors and determining requests for disqualification, excusal, or postponement; greeting jurors during the orientation process, in which procedures, laws, and policies pertaining to jury service are explained; maintaining attendance records and prepares juror payrolls; overseeing non-compliance enforcement; preparing budget requests and consulting with Commissioner in determining priorities for resource allocation. The ability to be a strong and confident public speaker, with the ability to speak clearly and concisely, and the ability to write and use proper English grammar, punctuation, and spelling and to understand and follow oral and written instruction is required. Knowledge of databases, GroupWise and Word Perfect 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 these 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 17, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 9, 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.