



STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT

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ANNOUNCEMENT NUMBER 09047

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**POSITION TITLE:** COMMISSIONER OF JURORS III **JG: 28**

**LOCATION:** COMMISSIONER OF JURORS OFFICE  
DUTCHESS COUNTY  
228 MAIN STREET  
POUGHKEEPSIE, NEW YORK 12601

**BASE SALARY:** \$84,897 + 3,697 LOCATION PAY

**CLASSIFICATION:** EXEMPT-CONFIDENTIAL

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and four (4) 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 III positions work in counties where the number of jury trials commenced, averaged over three years, is between 2% and 4% of the statewide total (exclusive of New York City). Commissioner of Jurors III also perform other related duties.

**ASSIGNMENT:** Reviews source lists for potential jurors and determines whether or not an individual is qualified to serve as a juror, as specified by statute; Ascertain number of jurors to be summoned; issues summonses and determines requests for postponement, exemption or disqualification; Establishes procedures for enforcement of non-compliance with questionnaires and summonses; Greets summoned jurors and explains procedures and other aspects of jury service; answer questions; selects jury panels and directs them to courtroom or other area; dismisses jurors from assembly room at end of day or service; Responds to unusual inquiries from lawyers, jurors, media and the public; Ensures that attendance records are maintained and jury payrolls are prepared; Assigns work, plans and coordinates work schedules, establishes completion dates, checks work, trains and supervises subordinate staff, and evaluates their performance; develops work performance standards and checks for compliance with instructions and procedures; Oversees statistics and prepares periodic reports; Furnishes lists of names of qualified jurors to courts from which the office directly draws panels; Prepares budget requests and determines priorities for resource allocation; Consults with multiple judges and court administrators to develop policy, administrative structure, uniform procedures, and new programs; Monitors operations to insure maximum juror utilization.

**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. Position(s) available at the present time: 1.

**ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO E-MAIL [9JDeploymentapps@nycourts.gov](mailto:9JDeploymentapps@nycourts.gov) (E-MAIL SUBMISSIONS MUST BE SENT IN A SINGLE PDF.) OR SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/ucs5.pdf> ) AND RESUME TO:**

HONORABLE ALAN D. SCHEINKMAN  
ADMINISTRATIVE JUDGE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM**

**POSTING DATE:** DECEMBER 1, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 15, 2010**

**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**