



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 8924

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**POSITION TITLE:** JURY ANALYST **JG: 16**

**LOCATION:** 8<sup>th</sup> JUDICIAL DISTRICT  
CATTARAUGUS COUNTY COMMISSIONER OF JURORS OFFICE

**BASE SALARY:** \$ 50,112

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** High School Diploma or the equivalent and two (2) years of relevant experience; **or** An equivalent combination of education and 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:** The Jury Analyst will be assigned to the Commissioner of Jurors Office in Cattaraugus County. 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 to serve as a juror, ascertain the number of jurors to be summoned, perform orientation for the jurors, select jury panels, maintain attendance records, prepare jury payrolls, oversee non-compliance enforcement, respond to inquiries from the public, collect statistics and prepare reports, assist with the implementation of jury management policies and may also assist with clerical duties as directed by the Chief Clerk of Cattaraugus Supreme and County Courts. Occasional travel to assist in other Commissioner of Jurors Offices's within the 8<sup>th</sup> Judicial District may be required.

**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: 1.

**APPLICATION PROCEDURES:** 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/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

DAWN LUKASIEWICZ  
PRINCIPAL COURT ANALYST  
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
92 FRANKLIN STREET  
BUFFALO, NY 14202

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

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**POSTING DATE:** September 9, 2019 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 30, 2019

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