



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9302

POSITION TITLE: COMMISSIONER OF JURORS I **JG: 21**

LOCATION: 9TH JUDICIAL DISTRICT
PUTNAM COUNTY COMMISSIONER OF JURORS' OFFICE

BASE SALARY: \$ 58,298 + LOCATION PAY \$ 1,848

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and two (2) years of relevant work experience involving managerial responsibilities such as human resources administration, budget preparation, and review of documents for compliance with policies, rules, and procedures; **or** Associate's degree (or completion of 60 college level credits) from an accredited college or university and four (4) years of relevant 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 I positions work in counties where the number of jury trials commenced, averaged over three years, is less than 1% of the statewide total (exclusive of New York City). Commissioner of Jurors I also perform other related duties.

ASSIGNMENT:

This position is assigned to the Putnam County Commissioner of Jurors Office and serves all courts in Putnam County. Duties and responsibilities include: personnel management and supervision; budget management and control; and management of juror summoning, qualification, and non-compliance issues.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 15, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 6, 2013

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