

PLEASE POST


**EMPLOYMENT
OPPORTUNITY**

 State of New York
UNIFIED COURT SYSTEM
5TH JUDICIAL DISTRICT
ANNOUNCEMENT NUMBER: 05006

POSITION TITLE: JURY ANALYST JG: 16

**LOCATION: ONEIDA COUNTY COMMISSIONER OF JURORS OFFICE
UTICA, NEW YORK**

BASE SALARY: \$44,504 ANNUALLY

CLASSIFICATION: NON-COMPETITIVE /CONFIDENTIAL

QUALIFICATIONS:

High School Diploma or the equivalent and two (2) years of relevant experience. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

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:

Assigns work, plans and coordinates work schedule; establishes completion dates; trains and supervises subordinate staff; evaluates performance and develops work performance standards. Recommends source lists for potential jurors; send questionnaires and reviews them to determine whether an individual is qualified to serve as a juror. Assists in ascertaining the number of jurors to be summoned; issues summonses and determines requests for postponement, exemption or disqualification. Greets summoned jurors and explains procedures and other aspects of jury service; answers questions; selects jury panels and directs them to courtroom or other area; dismisses jurors from assembly room at the end of the day or service. Maintains attendance records and prepares jury payrolls. Responds to inquiries from lawyers, jurors, media and the public. Furnishes lists of names of qualified jurors to courts from which the office directly draws panels. Travel is 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

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS MUST SUBMIT A UCS-5, "APPLICATION FOR EMPLOYMENT" FORM, (OBTAINABLE FROM ANY NY STATE COURT OFFICE OR ON THE WEB <http://www.nycourts.gov/careers/UCS5.pdf>) AND RESUME TO:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT OFFICE
600 S. STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: SEPTEMBER 8, 2010

APPLICATION MUST POSTMARKED OR RECEIVED BY: SEPTEMBER 29, 2010

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