

PLEASE POST

EMPLOYMENT
OPPORTUNITY

 State of New York
 UNIFIED COURT SYSTEM
 5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 05013

POSITION TITLE: COMMISSIONER OF JURORS I **JG: 21****LOCATION: HERKIMER COUNTY COMMISSIONER OF JURORS' OFFICE
HERKIMER, NEW YORK****BASE SALARY: \$ 58,298 ANNUALLY****CLASSIFICATION: EXEMPT-CONFIDENTIAL****QUALIFICATIONS:**

Bachelor's Degree from an accredited college or university and two (2) 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** Associate's Degree (or completion of 60 college level credits) from an accredited college 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. 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:

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 Herkimer County Commissioner of Jurors Office. Travel 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.

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 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: NOVEMBER 10, 2010**APPLICATION MUST POSTMARKED OR RECEIVED BY: DECEMBER 3, 2010**

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