



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4409

POSITION TITLE: COMMISSIONER OF JURORS I (PART-TIME)

JG: 21

LOCATION: 4th JUDICIAL DISTRICT
HAMILTON COUNTY COMMISSIONER OF JURORS OFFICE

BASE SALARY: \$ 73,897 (20%)

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** 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 Hamilton County Commissioner of Jurors Office. This position requires approximately 7 hours of work per week. Duties and responsibilities include: personnel management and supervision; budget management and control; management of summoning jurors; management of qualifications; and management of non-compliance issues. Candidates should have strong and confident public speaking skills, with the ability to speak clearly and concisely.

The salary listed above is for full-time Commissioner of Jurors I position and as this position is a 20% position the salary would be adjusted accordingly.

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 must 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) and a cover letter and resume by mail to:

Hon. Rebecca A. Slezak
Chair, Hamilton County Jury Board
Montgomery County Supreme Court Chambers
P.O. Box 1500- 58 Broadway
Fonda, NY 12068

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 18, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 15, 2024

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