



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 9423

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**POSITION TITLE:** COMMISSIONER OF JURORS III **JG: 28**

**LOCATION:** 9<sup>TH</sup> JUDICIAL DISTRICT  
ORANGE COUNTY COMMISSIONER OF JURORS' OFFICE

**BASE SALARY:** \$107,629 + \$2,388 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Bachelor's degree 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 III positions work in counties where the number of jury trials commenced, averaged over three years, is between 2% and 4% of the statewide total (exclusive of New York City). Commissioner of Jurors III also perform other related duties.

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

**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 and cover letter by email to [9jDemployeeinformation@nycourts.gov](mailto:9jDemployeeinformation@nycourts.gov) or by mail to:

HON. ANNE E. MINIHAN,,J.S.C.  
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 EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** April 26, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 24, 2024

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