



Announcement # 8/9/22

 EMPLOYMENT  
 OPPORTUNITY  
 ANNOUNCEMENT

 STATE OF NEW YORK  
 UNIFIED COURT SYSTEM  
 8<sup>th</sup> JUDICIAL DISTRICT

**THOSE WHO HAVE APPLIED TO ANNOUNCEMENT NO. 8905 NEED NOT RE-APPLY**

**POSITION TITLE:** COMMISSIONER OF JURORS IV JG:32

**LOCATION:** ERIE COUNTY COMMISSIONER OF JURORS OFFICE  
25 DELAWARE AVE.  
BUFFALO, NEW YORK 14202

**BASE SALARY:** \$101,120 PER YEAR

**CLASSIFICATION:** EXEMPT-CONFIDENTIAL  
THE APPOINTMENT OF THE COMMISSIONER OF JURORS WILL BE MADE BY THE ERIE COUNTY JURY BOARD FOR A TERM OF FOUR (4) YEARS IN ACCORDANCE WITH THE NYS STATUTES. REAPPOINTMENT IS AT THE DISCRETION OF THE ERIE COUNTY JURY BOARD.

**QUALIFICATIONS:** Bachelor's degree from an accredited college or university and five (5) 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, 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 IV also perform other related duties.

**ASSIGNMENT:** The appointee will serve as Commissioner of Jurors for Erie County. The Commissioner shall perform such services for all the courts within the county, as may be prescribed by law or rules of the Appellate Division, Fourth Department. The Commissioner of Jurors is also responsible for overseeing the human resource administration, budget and fiscal needs of the jury office.

**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 the same 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 three (3) 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 (obtainable from any administrative office in a court building or our website at <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Erie County Jury Board  
c/o 8<sup>th</sup> Judicial District Administrative Office, 3<sup>rd</sup> Floor  
92 Franklin St.  
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form

POSTING DATE: **NOVEMBER 18, 2009**

APPLICATIONS MUST BE POSTMARKED OR RECEIVED: **DECEMBER 9, 2009**

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply. Special arrangements for the disabled may be made by contacting the 8<sup>th</sup> District Office at (716)845-2505.