



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

COMMISSIONER OF JURORS III

Effective Date: 01/26/2006
Title Code Number: 9461010
Salary Grade: 28
Jurisdictional Classification: EX-CONF

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.

TYPICAL DUTIES:

Reviews source lists for potential jurors and determines whether or not an individual is qualified to serve as a juror, as specified by statute.

Ascertain number of jurors to be summoned; issues summonses and determines requests for postponement, exemption or disqualification.

Establishes procedures for enforcement of non-compliance with questionnaires and summonses.

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 end of day or service.

Responds to unusual inquiries from lawyers, jurors, media and the public.

Ensures that attendance records are maintained and jury payrolls are prepared.

Assigns work, plans and coordinates work schedules, establishes completion dates, checks work, trains and supervises subordinate staff, and evaluates their performance; develops work

performance standards and checks for compliance with instructions and procedures.

Oversees the collection of statistics and prepares periodic reports.

Furnishes lists of names of qualified jurors to courts from which the office directly draws panels.

Prepares budget requests and determines priorities for resource allocation.

Consults with multiple judges and court administrators to develop policy, administrative structure, uniform procedures, and new programs.

Monitors operations to insure maximum juror utilization.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of laws, rules, policies, and procedures pertaining to jury management.

Knowledge of the functions and organization of the Unified Court System and Federal, State, and local governments.

Knowledge of juror management, personnel, and budget practices and procedures.

Knowledge of interviewing and data collection techniques.

Ability to read and comprehend complex and technical material.

Ability to exercise patience and tact.

Ability to speak clearly and concisely and to communicate technical concepts to lay persons.

Ability to write and use correct English grammar, punctuation and spelling.

Ability to understand and follow oral and written instructions.

Ability to analyze and solve problems.

Ability to organize factual and numerical data into clear and logical sequences.

Ability to handle sensitive matters on a confidential basis.

Ability to work independently.

Ability to train, supervise, and coordinate the activities of staff.

Ability to establish work priorities.

Ability to evaluate staff performance against job requirements.

RELATED TITLES:

Title	Position in Title Series	Distinguishing Characteristics
Commissioner of Jurors I	JG-21	Manages less than 1% of the statewide total of the number of jury trials commenced (exclusive of New York City).
Commissioner of Jurors II	JG-25	Manages between 1% and 2% of the statewide total of the number of jury trials commenced (exclusive of New York City).
Commissioner of Jurors III	JG-28	Manages between 2% and 4% of the statewide total of the number of jury trials commenced (exclusive of New York City).
Commissioner of Jurors IV	JG-32	Manages more than 4% of the statewide total of the number of jury trials commenced (exclusive of New York City).

QUALIFICATIONS:

Bachelor`s degree from an accredited college or university 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.