



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 11616

POSITION TITLE: SENIOR JURY ANALYST **JG: 21**

LOCATION: 10th JUDICIAL DISTRICT
SUFFOLK COUNTY- COMMISSIONER OF JURORS
CENTRAL ISLIP/RIVERHEAD

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High School Diploma or the equivalent and three (3) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Jury Analysts are responsible to Commissioners of Jurors for overseeing the operations necessary for providing qualified grand and trial jurors to the courts. They recommend policies and procedures, supervise activities of qualifying, summoning, non-compliance enforcement, impaneling, and assigning individuals to serve as jurors, prepare juror payrolls, assist with formulating jury management policies, and assist the Commissioner of Jurors with administrative tasks. They also perform other related duties.

ASSIGNMENT: The Senior Jury Analyst will report directly to the Commissioner of Jurors in Suffolk County and will be assigned to act as a point of contact between the office and 33 Town and Village Courts. Responsibilities include: assisting the Commissioner in non-compliance enforcement and all other aspects of Jury operations; supervision of staff; monitoring countywide juror pool to ensure sufficient numbers for all courts in Suffolk County; sending questionnaires and reviewing them to determine qualification; ascertaining and maintaining the proper number of jurors required to service all locations while evaluating and ensuring maximum juror utilization; overseeing the mailing of summonses to jurors and determining requests for disqualification, excusal, or postponement; greeting jurors during the orientation process in which procedures, laws, and policies pertaining to jury service are explained; maintaining attendance records and preparing juror payrolls; overseeing non-compliance enforcement; preparing budget requests and consulting with Commissioner in determining priorities for resource allocation.

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), a resume, and cover letter by email to 10jdsufjobs@nycourts.gov or by mail to:

LORIE-ANN BITETTI
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: June 24, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 22, 2026

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