



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9629

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

LOCATION: 9th JUDICIAL DISTRICT
WESTCHESTER COUNTY- COMMISSIONER OF JURORS

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 be assigned to the Commissioner of Jurors Office in Westchester County. Responsibilities include: monitoring countywide juror pool to ensure sufficient numbers for all courts in Westchester County; sending questionnaires and reviewing them to determine qualification; assisting in determining number of jurors to be summoned; 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. The ability to be a strong and confident public speaker, with the ability to speak clearly and concisely, and the ability to write and use proper English grammar, punctuation, and spelling and to understand and follow oral and written instruction is 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 www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by email to 9jDemlooyeeinformation@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: July 8, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 5, 2026

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
