

Circuit Court of Missouri

Thirteenth Judicial Circuit



JOB DESCRIPTION

Position: Deputy Court Marshal I **State** **County**
Department: Court Marshal
Reports to: Court Marshal
Position Status: Regular, Full-Time **Exemption Status:** Non-exempt - 3
Starting Salary Range: \$36,649 - \$38,937 (Range 32) **Last Revised:** September 5, 2018

Definition of Work:

This is a responsible position involving the safety and security of the judges, court staff, and clients of the court, and the security of court facilities. This position involves occasional work beyond normal working hours.

Examples of Work Performed

These examples do not cover all of the work which may be performed as part of this position.

- Security screening of individuals entering the courthouse: x-ray machine operation, metal detector operation, record-keeping.
- Courtroom security: opening and closing court sessions, handling files, maintaining order, taking individuals into custody.
- Building and grounds security: opening and closing building, monitoring equipment, maintaining order.
- Maintain records of the marshal's office, as required.
- Work with juries: greeting jury panelists, orientation of jurors, assisting jurors during jury trials, providing security for jurors and sequestered jury trials.
- Law enforcement: arrest persons on outstanding warrants, upon order of the court, or as a result of law violations on courthouse premises; take individuals into custody upon order of the court; receive reports of law violations occurring on courthouse property.
- Serve on-call to respond to after-hours duress alarms.

Required Knowledge, Skills and Abilities

- General knowledge of law enforcement responsibilities and procedures.

- General knowledge of court procedures and policies, and the laws and legal factors pertaining to the court.
- General knowledge of the organization, operations, functions, and scope of authority of the court, the court marshal's office, and court marshals.
- Ability to enter data on a computer, and to generate reports with the software in use by the court and the marshal's office.
- Ability to understand and follow oral and written instructions.
- Ability to work a two-way radio.
- Ability to establish and maintain effective working relationships with others.

Physical Demands

The majority of work is performed in a courtroom and at a security station. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires continuous standing, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, and moderate wrist torque to twist equipment knobs and dials; Occasional squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet. This position requires the ability to run and physically engage another person, when necessary.

Work Environment

This job operates in a professional office environment. Employee's presence at the work site is required to complete the job. A uniform, protective vest and weapon are provided. This position is frequently in a courtroom and at a security station working at an x-ray machine and metal detector. This position is routinely in contact with the public, witnesses, defendants, victims, law enforcement agencies, court employees, attorneys, and members of other entities. May be exposed to irate individuals and be responsible for talking with upset litigants. May be involved in physical altercation.

No employee, while on duty, shall have visible tattoos, body branding, or body, facial or tongue piercing jewelry. Ear lobe stretching (also known as 'gauging') is prohibited. Tattoos, brands, and body piercings must be completely covered by either the department uniform or flesh-toned wraps or sleeves. Employees should be cognizant of potential safety hazards in wearing jewelry even if covered and not visible.

Employees may be exposed to evidence and testimony that may be disturbing, such as photographs of violent scenes and victims and or sexually explicit material; evidence that may include syringes, drugs, weapons and blood; the public who may potentially be verbally or physically abusive, allergens, such as perfumes and dust; and unpleasant odors, such as unwashed clothing or chemicals offered into evidence.

Required Minimum Education and Experience

- High school diploma/GED.
- POST certified; and must maintain POST certification.
- Must be eligible to be deputized by the Boone County Sheriff.