

- Attend LIVESCAN instructor training and become LIVESCAN trainer for the circuit.
- Other duties as assigned from time to time.

Required Knowledge, Skills and Abilities

- Thorough knowledge of law enforcement responsibilities and procedures.
- Thorough knowledge of court procedures and policies, and the laws legal factors pertaining to the court.
- Thorough knowledge of the organization, operations, functions, and scope of authority of the court, the Court Marshal's Office and Deputy Court Marshals.
- Ability to enter data on a computer, and to generate reports with the software in use by the court and Court Marshal's Office.
- Ability to effectively communicate instructions to individuals assigned to his/her supervision.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to work a jury trial independently.
- Knowledge of the Office of State Court Administrator's eJuror, or its successor.

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

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Equivalent substitution permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted for up to two years of the required experience; experience in a similar position with similar job responsibilities may be substituted on a year for year basis for the required education.

High school diploma/GED. POST certification from the State of Missouri and able to maintain POST certification. MULES certified and must maintain MULES certification. LIVESCAN certified and must maintain LIVESCAN certification. A minimum of two years' experience with the Court Marshal's Office or two years prior law enforcement experience. Ability to be commissioned by the 13th Circuit's Marshal Office. Not hold or maintain any law enforcement commission, other than required as a Deputy Court Marshal, after being employed by the 13th Judicial Circuit Court.

Preferred

Bachelor's degree with emphasis in criminal justice or with major course work in judicial administration, public or business administration, criminal justice or a related field. Five years' court related law enforcement experience.

EOE & in Compliance with ADA