

- Thorough knowledge of the organization, functions, responsibilities and procedures of the court system.
- Ability to supervise personnel under stressful conditions.
- Strong organizational skills.
- Ability to analyze information and exercise good judgment in evaluating situations and in making decisions.
- Strong attention to detail; ability to manage steady flow of paperwork.
- Strong ability to establish and maintain effective working relationships with judges, court officials, attorneys and the general public.
- Ability to maintain composure when dealing with difficult people.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make oral presentations to the general public.
- MULES certified: and must maintain MULES certification.
- LIVESCAN certified: and must maintain LIVESCAN certification.
- Thorough knowledge of OSCA ACS Jury Management System, 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, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. 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.

Bachelor's degree or an equivalent combination of education and experience. POST certification from the State of Missouri. Five years' law enforcement experience. Licensed to drive in the State of Missouri. Eligible to be deputized by Boone County Sheriff. Must be proficient in word processing (40 wpm) and data base management.

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