

# Circuit Court of Missouri

## Thirteenth Judicial Circuit



### JOB DESCRIPTION

**Position:** Circuit Court Marshal    State        ✓ County  
**Department:** Court Marshal  
**Reports to:** Court Administrator  
**Position Status:** Full-time, Benefitted    Exemption Status: Exempt  
**Salary Range:** \$51,750 - \$54,995 (Range 46)    Last Revised: September 5, 2018

### **Definition of Work:**

The role of the Circuit Court Marshal is to manage and provide for the safety and security of the judges, court staff, and clients of the court, and the security of court facilities. The Court Marshal provides planning, organization, staffing, direction, implementation, coordination, reporting, and budgeting for the Court Marshal's Office under the direction of the Court Administrator.

### **Examples of Work Performed**

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

- Supervising the work of the Deputy Court Marshals and Sergeant.
- Screen, select and train Deputy Court Marshals. Ensure that Deputy Court Marshals are adequately trained in the laws and procedures applicable to their responsibilities as Deputy Court Marshals.
- Review the operations of the Court Marshal's Office for effectiveness and efficiency. Ensure that written procedures are current with existing law.
- Develop and enforce the policies of the Court Marshal's Office.
- Prepare the annual budget for the Court Marshal's Office and monitor expenditures.
- Ensure security for court operations, including jury trials.
- Maintain a monthly, quarterly and annual reporting system on the activities of the Court Marshal's Office.
- Work with the Jury Supervisor to ensure that the activities associated with the summoning, qualification and service of jurors are properly executed.
- Act as liaison between the Marshal's office and other court personnel. (I.e. Attorneys, Circuit Clerk, Juvenile Office, Law Enforcement Agencies, Prosecuting Attorney, Public Administrator, and Public Defender.)
- Serve as chair of the court's Safety Committee. Determine what safety trainings are needed for all court personnel and coordinate the training.
- Maintain communication with the community at large and remain informed about current issues relating to the function of the Court Marshal's Office.

### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of law enforcement methods and issues, particularly as they relate to providing security for court proceedings.

- Thorough knowledge of the organization, functions, responsibilities and procedures of the court system.
- Thorough knowledge of the organization, functions, and scope of authority of the court marshals and the Court Marshal's Office.
- Thorough knowledge of the budget of the Court Marshal's Office, and of budget development and implementation practices.
- Ability to effectively communicate instructions to individuals under his/her supervision. Ability to communicate clearly and concisely, both orally and in writing.
- Ability to supervise security personnel under stressful conditions.
- Strong organizational skills.
- Ability to analyze information and exercise good judgment in evaluating situations and in making decisions.
- Strong ability to establish and maintain effective working relationships with judges, court officials, attorneys, and the general public.
- Thorough knowledge of the state's electronic jury management system.
- Ability to enter data on a computer, and to generate reports with the software in use by the court and marshal's office.
- Ability to make oral presentations to the general public.

### **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, preferably court related. Licensed to drive in the State of Missouri. Eligible to be deputized by Boone/Callaway County Sheriff, as applicable. Must be proficient in word processing (40 wpm) and data base management. Three years' experience as Sergeant Court Marshal, or three years supervisory experience with another law enforcement agency.

Not hold or maintain any law enforcement commission, other than required as a Deputy Court Marshal, after being employed by the 13<sup>th</sup> 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.

EOE & in Compliance with ADA