

13TH JUDICIAL CIRCUIT COURT

Boone County

DEPUTY COURT MARSHAL I

Full-time benefited position

Boone County Courthouse, Columbia, MO



Starting wage is \$44,595 - \$66,892 annually with the potential of a pay increase after a 6-month successful probationary period.

We are looking for an energetic person to serve as Deputy Court Marshal for the Boone County Courthouse. The 13th Judicial Circuit Court employs a modern, full service Court Marshal Office which is composed of one Court Marshal, one Sergeant, six Deputy Marshals and three Court Security Officers. Our Deputy Court Marshals are highly trained – having the responsibility of providing courtroom and courthouse security; tending to juries; as well as arresting, processing, and guarding defendants.

This extremely rewarding job requires patience and hard work. We will provide all the on the job training you will need to be successful.

The position is Monday through Friday, with daytime hours, occasionally working beyond normal working hours as the court requires.

Be a part of a noble profession while working in a great team environment at the Boone County Courthouse in downtown Columbia. This is a job that you can turn into a long-term career with advancement opportunities. We offer great benefits!

As a Boone County Paid Employee, you will have the following benefits:

- ❖ Quick Hiring Process
- ❖ Daytime Shifts
- ❖ 14 Paid National/State & Local Holidays per year
- ❖ Health Insurance PPO or HSA
- ❖ Dental & Vision Insurance
- ❖ Nationwide 457 Savings Plan (No Vesting Requirement)
- ❖ County Employee Retirement Fund (CERF) Pension Plan (8-Year Vesting)
- ❖ CERF 457 Savings Match Plan (5-Year Vesting)
- ❖ Flexible Spending Accounts – Cafeteria Plan
- ❖ Life Insurance/AD&D/LTD/Voluntary Life Insurance Additions
- ❖ Paid Time Off
- ❖ Employee Assistance Programs (EAP)

Position Responsibilities:

- 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 and evidence, maintaining order.
- Building and grounds security: opening and closing building, monitoring equipment, and maintaining order.
- Work with juries: greeting jury panelists, orientation of jurors, assisting jurors during jury trials, providing security for jurors and the courtroom 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.
- Maintain records of the marshal's office, as required.
- Serve on-call to respond to after-hours duress alarm.
- Other duties as assigned from time to time.

Qualifications:

- Must be 21 years of age.
- High School diploma or equivalent.
- Must be POST certified as a Missouri Police Officer
- Prefer two years of law enforcement experience, will consider a combination of education and experience.
- Must be eligible to be deputized
- Be free from illegal drugs
- Clean background check

To Apply:

Applications are available electronically at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Completed applications may be submitted electronically in PDF format to BNE-Jobs@courts.mo.gov or returned to Court Administrator's Office, Boone County Courthouse, 705 East Walnut St., Columbia, Missouri 65201.

Applications accepted until May 25, 2023 at 5:00 pm or until positions have been filled. Get your application in ASAP!

EOE & in Compliance with ADA