

State of Missouri
SUPREME COURT DEPUTY MARSHAL
Job Description

SUMMARY:

A Supreme Court deputy marshal is a highly responsible position assists the marshal in implementing a complex and highly efficient security program for the Supreme Court of Missouri.

A Supreme Court marshal helps protect the personnel, property and records of the Supreme Court of Missouri and its offices as well as the attorney general's offices that are located in the Supreme Court building. A Supreme Court deputy marshal helps assure the safety of the Supreme Court judges and staff, the attorney general and attorney general's staff whose offices are in the building, and visitors to the Supreme Court building. A Supreme Court deputy marshal assists the Supreme Court marshal in working in cooperation with local, state and federal law enforcement authorities and performs other duties as assigned. A Supreme Court deputy marshal works under the direct supervision of the Supreme Court marshal and is subject to periodic performance reviews.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Helps ensure the security of the Supreme Court building, property and grounds. Helps maintain effective surveillance and other security systems enabling the security staff to monitor the building and visitors. Screens visitors and packages entering the Court to help assure the safety of the occupants and visitors. Monitors Court parking lots and helps assure safe transit for employees to and from the parking lots. Assesses information and events quickly to make remedial decisions in emergency situations. De-escalates confrontations with hostile or violent persons.

Implements security protocols, procedures and guidelines approved by the Court and attorney general. Implements security procedures for off-site Court conferences and meetings.

Helps provide security for Supreme Court judges, when requested, while conducting Court business outside the building.

When assigned, serves as bailiff during Court proceedings; provides security for the courtroom; must be able to remove a disruptive individual from the courtroom swiftly and safely.

Serves warrants for arrest and transportation pursuant to the Court's orders. As required, arrests and transports prisoners to a place of confinement. Serves necessary court documents and coordinates the transfer of offenders whose cases are decided by the Supreme Court.

Investigates complaints of alleged violations of state law or security regulations occurring on Court property; prepares reports of such violations.

Responds to fire and intrusion alarms in the Court building; assists building occupants during fire evacuation procedures; advises employees of hazardous weather conditions; and provides first aid in cases of injury.

Assists in the planning and coordination of the Court's emergency preparedness.

Maintains necessary reports and records as required.

Performs other duties as assigned or requested.

KNOWLEDGE, SKILLS AND ABILITIES

A Supreme Court deputy marshal must demonstrate a comprehensive knowledge of:

- Law enforcement and investigatory techniques.
- Missouri criminal law statutes, regulations and arrest procedures.
- Regulations, rules and policies that ensure effective security for the Court.
- Effective measures for crowd control and detention of disruptive individuals.
- Methods to recognize and prevent acts of terrorism, bio-terrorism and actions by radical groups or individuals perceived as posing potential threats to the safety of the Supreme Court, its proceedings or its building's occupants.
- Techniques for supervising security personnel and administering security systems and programs.
- Emergency management, including experience in incident command.

A Supreme Court deputy marshal must demonstrate proficiency in:

- Assessing information and events quickly to make remedial decisions in emergency situations.
- De-escalating confrontations with hostile and violent persons.
- Communicating and interacting effectively with the general public.
- Maintaining effective working relationships with other employees, government officials and law enforcement agencies.
- Operating a motor vehicle so the deputy marshal may transport judges and Court staff to meetings and functions within the state as may be required.
- Computerized security systems and databases, general computer applications such as Microsoft Office, Internet and e-mail applications. A working knowledge of the Missouri Intelligence Analysis Center (MIAC) is beneficial.

SPECIAL REQUIREMENTS

A Supreme Court deputy marshal shall pass:

- A background investigation and drug screening prior to employment.
- A medical and vision examination, with eyesight corrected to at least 20/40, as well as a psychological evaluation after a conditional offer of appointment has been made.

A Supreme Court deputy marshal shall maintain:

- A valid Missouri vehicle operator's license with an acceptable driving record.
- A valid peace officer license pursuant to chapter 590, RSMo.
- Any necessary permit to carry a firearm legally within Missouri.
- Certification in first aid, CPR and using an AED from the American Red Cross, American Heart Association or other nationally recognized organization.
- Operational proficiency with security equipment, including firearms and other defensive weapons, screening equipment, surveillance systems, and emergency notification systems.
- Annual weapons qualifications. The marshal must be armed at all times while on duty.

Able to perform strenuous physical tasks, such as pursuing fleeing individuals and restraining individuals who resist, under possibly hazardous conditions or situations.

May be required to work evenings, weekends and holidays as necessary.

EXPERIENCE AND EDUCATION

Licensed as a peace officer by the Missouri Department of Public Safety.

Experience:

- Two or more years as a commissioned law enforcement officer in a federal, state, county or municipal law enforcement agency with the power to arrest; OR
- A military veteran with comparable military training and experience; OR
- Comparable training and experience in the private sector.

A degree in criminal justice or law enforcement is preferred.