

13TH JUDICIAL CIRCUIT COURT JOB OPPORTUNITY

Deputy Court Marshal – Boone County 13th Circuit Marshal's Office

Responsibilities: At the Boone County Courthouse, the Marshal's Office is in charge of safety and security of all courthouse staff as well as the public. This is a law enforcement position which requires POST certification.

This is an ideal position for an experienced law enforcement professional who is ready to be off the road and would enjoy having holidays & weekends free.

Some of the duties of this position include:

- Building Security – screening individuals entering the courthouse (metal detector, x-ray machine), and maintaining order in public areas.
- Courtroom Security – maintaining order during hearings and trials, opening and closing court sessions, handling files & evidence, and taking individuals into custody upon court order.
- Work with Juries – greeting jury panelists, assist with juror orientation, assisting jurors during jury trials, providing security for jurors in the courtroom and during sequestered jury trials.

Status: Full-time Boone County Employee, non-exempt, benefited

Working hours: 40-hour workweek,
8:00 a.m. to 5:00 p.m., Monday to Friday

Location: Boone County Courthouse in Columbia, Missouri

Starting Hourly Pay Rate: \$22.78 per hour (\$47,382.40 annual)
Eligible for raise after successful completion of probation
Boone County Pay Range 36

Benefits: Benefit-eligible employees receive paid vacation, 14 paid holidays, enrollment in the County Employees Retirement Fund, and two matching deferred compensation plans. Other benefits include 100% County paid or low-cost employee health insurance premium options, 100% County paid employee dental premiums, subsidized dependent premiums, and County paid long-term disability and life insurance.

Minimum Qualifications: Must be 21 years of age, must be POST certified as a Missouri Police Officer, must be eligible to be deputized, must be free from illegal drugs, must have a clean background check.

How to Apply: Applications are available electronically at:

<https://www.courts.mo.gov/hosted/circuit13/forms/FullTimeJobApplicationForm.pdf>

Resumes and completed applications may be submitted electronically in PDF format to BNE-Jobs@courts.mo.gov or returned to Court Administration, Boone County Courthouse, 705 E. Walnut, Columbia, Missouri 65201.

Deadline for Application: Applications will be accepted until the posting is removed.

An Equal Opportunity Employer