

# 13TH JUDICIAL CIRCUIT COURT

## -- JOB ANNOUNCEMENT --

### COURT SECURITY OFFICER (Full-time)

**Starting wage is \$18.70 hour (\$38,896 annual) with the potential of a pay increase after a 6-month successful probationary period.**

We are looking for an individual to serve as Court Security Officer 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 Court Marshals and three Security Officers. Our marshals and security staff have the responsibility of providing courtroom and courthouse security, protecting everyone's right to have a fair court hearing.

This 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, day time hours, occasionally working beyond normal working hours as the court requires.

Work in a great team environment at the prestigious Boone County Courthouse in downtown Columbia.

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

- ❖ **Streamlined Hiring Process** – Quick and efficient onboarding
- ❖ **Daytime Shifts** – Enjoy a consistent and predictable schedule
- ❖ **14 Paid Holidays** – Includes national, state, and local observances
- ❖ **Comprehensive Health Coverage** – Choose between PPO or HSA plans
- ❖ **Dental & Vision Insurance** – Affordable and accessible care options
- ❖ **Nationwide 457 Retirement Plan** – No vesting required
- ❖ **County Employee Retirement Fund (CERF)** – Pension plan with 8-year vesting
- ❖ **CERF 457 Savings Match Plan** – Employer matching with 5-year vesting
- ❖ **Flexible Spending Accounts** – Cafeteria plan options for medical and dependent care
- ❖ **Life & Disability Insurance** – Includes basic life, AD&D, LTD, and voluntary life options
- ❖ **Generous Paid Time Off (PTO)** – Vacation, sick leave, and more
- ❖ **Employee Assistance Program (EAP)** – Confidential support for personal and work-related issues

## **POSITION RESPONSIBILITIES --**

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

- Assist with security screening of individuals entering the courthouse
- Courtroom security: opening and closing court sessions, handling files, maintaining order.
- Building and grounds security: opening and closing building, monitoring equipment, maintaining order.
- Work with juries: greeting jury panelists, orientation of jurors, assisting jurors during jury trials, providing security for jurors and sequestered jury trials.
- Maintain records of the marshal's office, as required.
- Other duties as assigned.

## **PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must have access to transportation to various locations in Boone County.

## **REQUIRED MINIMUM EDUCATION & EXPERIENCE:**

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants.

### **Qualifications:**

- Must be 21 years of age.
- High School diploma or equivalent.
- Combination of education and experience providing knowledge, skills and abilities required for this position
- 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](mailto: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 positions have been filled. Get your application in ASAP!

**EOE & in Compliance with ADA**