



CITY OF SEATTLE

Court Marshal

SALARY:	\$25.12 /Hour
LOCATION:	Seattle Justice Center, 600 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Municipal Court of Seattle
BARGAINING UNIT:	Seattle Municipal Court Marshall's Guild
CLOSING DATE	05/08/12 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Municipal Court of Seattle is one of the highest volume Courts of Limited Jurisdiction in the state with 13 judicial officers and over 200 staff. Join the Court's specially-commissioned team as a full-time officer responsible for all aspects of security and creating a safe environment for defendants, the public, and Court employees. This position reports to Sergeant Elisa Sansalone and to Chief Ron Pace.

JOB RESPONSIBILITIES:

- Guard and protect prisoners, Court staff and the public in courtrooms, jail holding cells and court-related areas.
- Intervene and make arrests in potential incidents of violence or warrant service.
- Escort prisoners or detainees between secured facilities and courtrooms.
- Book out-of-custody defendants into jail and search holding cells for contraband on a regular basis.
- Monitor, assist, and oversee security screeners to ensure screening of the general public is conducted in a professional manner.
- Operate security devices, firearm, baton, Taser, etc.
- Respond to fire alarms, bomb threats and various safety concerns, and assist with building evacuations.
- Complete incident and police type reports and various required paperwork.

QUALIFICATIONS:

- Provide copy of certification from Washington State or an equivalent certified criminal justice academy program or, as a condition of employment, must successfully complete a Washington State criminal justice training academy as determined by the Court.
- Three years experience as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal. Other types of law enforcement work experience will be reviewed on a case-by-case basis. A two-year degree in criminal justice or a related field may be considered an equivalent qualification with the additional condition of successfully completing a Washington State criminal justice training academy as determined by the Court.

- Possess a valid Washington State Driver's license upon hire.
- Background Investigation Requirements: Be at least 21 years of age upon hire; have a high school diploma or GED; U.S. citizenship required; have no felony or domestic violence convictions; other criminal convictions may be disqualifying; have no hallucinogenic drug use within the past ten years.

ADDITIONAL INFORMATION:

Desired Qualifications:

- Preference given to candidates with certified criminal justice or corrections academy program and have at least three years of law enforcement or corrections experience.
- Current First Aid Certificate, CPR, and use of Automated External Defibrillator (AED).
- Bi-lingual
- Demonstrated ability to: engage in proactive intervention to defuse conflicts and maintain orderly conduct in public group situations; use defensive tactics and the appropriate use of force, including weapons such as firearms and batons; perform strenuous physical tasks such as running, subduing, and detaining individuals; confront problematic situations and exercise sound judgment under stress and in emergency situations; provide excellent communication, observation, and problem solving skills; use a computer; establish and maintain effective working relationships with Judges, Court employees, and outside law enforcement agencies; demonstrated ability to work in close contact with persons who are mentally ill or who have physical illness.

Additional Information & Questions

This position works Monday – Friday, 8 AM – 5 PM. Some Saturday and holiday coverage may be assigned. Alternative work schedules may be available after successful completion of training.

The entire recruitment process: application to start date takes approximately 6 months. All applications will be reviewed and the most qualified candidates will be invited to participate in two rounds of interview. Top candidates will complete an extensive background investigation conducted by the Seattle Police Department.

Successful candidates who receive a conditional offer of employment must pass the final investigation phase conducted by Seattle Police Department, which includes polygraph, psychological, physical, and drug testing.

As a condition of employment, Marshals must obtain and maintain a Special Commission issued by the Seattle Police Department. Also, if selected, you must join the Marshal's Guild within 30 days of employment.

To learn more about this Court Marshal opportunity contact Personnel Specialist, Kristy Hulverson at 206-233-7201 or kristina.hulverson@seattle.gov. For more information on the Seattle Municipal Court visit: <http://www.seattle.gov/courts>.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2012-01501

<http://www.seattle.gov/jobs>
COURT MARSHAL
KH

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



Court Marshal Supplemental Questionnaire

* 1. Select from the following list of academies you have you successfully earned a certificate from (Please Ctrl to select more than one answer):

- a) Basic Law Enforcement Academy
- b) Reserve Law Enforcement Academy
- c) Corrections Officers Academy
- d) Military Police Training Academy
- e) Other
- f) None

* 2. Please list the name of issuing agency and the year you earned the certificate(s) listed above. If you indicated "Other" please include the name of the certification title.

* 3. If you have completed an academy, the Court requires a copy of your academy certification or transcript. Are you able to provide the Court with a copy if requested?

- Yes No

* 4. Do you have at least three years (6240 hours) working as a city, county, state, or federal Law Enforcement Officer, Court Detail Officer, or Court Marshal?

- Yes No

* 5. At work, have you ever been trained and certified in the use of firearms?

- Yes No

* 6. Are you currently certified to perform first aid and CPR?

- Yes No

7. When does your First Aid/CPR card expire?

* 8. Are you available to work Saturdays (a "no" response does not necessarily preclude you from consideration)?

- Yes, Saturdays can be part of my regularly assigned schedule
- Yes, if Saturday coverage is on a rotation schedule
- No, I cannot work Saturdays

* 9. Are you available to work on city-recognized holidays (New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and day after, and Christmas Day) (a "no" response does not necessarily preclude you from consideration)?

- Yes, if national holiday coverage is on a rotation schedule
- No, I cannot work these holidays

* Required Question