



## CITY OF SEATTLE

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### Court Marshal

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<b>SALARY:</b>	\$24.68-\$29.94 (Hourly) (As of 1/5/2011)
<b>LOCATION:</b>	Downtown Seattle
<b>JOB TYPE:</b>	Civil Service Exempt, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court
<b>BARGAINING UNIT:</b>	Seattle Municipal Court Marshals' Guild
<b>CLOSING DATE:</b>	Tuesday- February 8, 2011 4:00 PM Pacific Time at <a href="http://www.seattle.gov/jobs">www.seattle.gov/jobs</a>

#### **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. These two positions report to the Sergeant (Court Marshal, Sr.) and to the Chief Marshal (Manager 2, Exempt).

#### **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:**

- Hold a 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.
- Be at least 21 years of age upon hire.
- Have a high school diploma or GED.
- U.S. Citizenship required.
- Possess a valid Washington State Driver's license upon hire.
- Dishonorable discharge from military is disqualifying.
- 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:**

- Hold a certification from Washington State or an equivalent certified criminal justice academy program.
- Have three years of law enforcement or corrections experience.
- Current First Aid Certificate, CPR, and use of Automated External Defibrillator (AED).
- Bi-lingual
- Experience engaging in proactive intervention to defuse conflicts and maintain orderly conduct in public group situations.
- Demonstrated ability to use defensive tactics and the appropriate use of force, including weapons such as firearms and batons.
- Essential functions of the position require performing strenuous physical tasks such as running, subduing, and detaining individuals.
- Demonstrated ability to confront problematic situations and exercise sound judgment under stress and in emergency situations.
- Excellent communication, observation, and problem solving skills.
- Must have the ability and knowledge to use a computer terminal.
- Demonstrated ability to 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**

- All applications will be reviewed and the most qualified candidates will be invited to 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.
- Those selected must join the Marshal's Guild within 30 days of employment.

To learn more about Court Marshal opportunities contact Personnel Specialist, Kristy Hulverson at 206-233-7201 or [Kristina.hulverson@seattle.gov](mailto:Kristina.hulverson@seattle.gov). For more information on the Seattle Municipal Court visit: <http://www.seattle.gov/courts>.