



MARSHAL

DESCRIPTION

Maintain order in the courtroom, provide security to the presiding judge and provide courthouse security to all personnel and the public; locate persons for warrant service; arrest persons under court order and book persons into the county jail; this peace officer class performs the full range of field enforcement support work for the municipal court, with state-wide jurisdiction

MINIMUM QUALIFICATIONS

High School Diploma or equivalent

Must possess and maintain Nevada P.O.S.T. Category I certification

Paid or volunteer experience in a law enforcement or judicial setting is desirable

Must possess and maintain the equivalent to a valid Nevada Class C driver's license within thirty days of hire

OTHER REQUIREMENTS

Must be twenty-one years old by the application closing date

Must be a citizens of the USA

Must be free from Police Record, excepting minor misdemeanor traffic violations

Must pass a detailed background investigation

Must pass a pre-placement drug screen; polygraph, psychological and medical exams

Must be willing to work varied hours and shifts

Supervision Exercised: None

This position reports to the Municipal Court Administrator

ESSENTIAL DUTIES

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job related duties other than those contained in this document and may be required to have specific job related knowledge and skills.

Serve and process arrest warrants and other court orders; interview members of the public to obtain information used to locate individuals for warrant service; coordinate with other law enforcement agencies for extraditions

Maintain courtroom security during proceedings; protect the judge, court personnel, attorneys,
Marshal

litigants, witnesses and spectators in the courtroom; remove unruly persons from the courtroom at the direction of the judge; monitor individuals throughout courthouse via video

Escort subjects to and from the courtroom; transport defendants to the county jail; extradite defendants held by other law enforcement agencies

Open and prepare courtroom; announce court sessions, lock and secure court room at the end of session

Swear in witnesses and defendants for trial; secure evidence during trial; maintain the JAVS system used for court proceedings; enter, validates and remove warrants from N.C.J.I.S.; administer breath tests and urinalysis tests per judge's order

Answer inquiries and explain court policies and procedures to the public; serve as information resource

Provide security screening of the courthouse facility and its occupants to ensure the safety of clients, staff and the general public

Organize own work, including road routes for warrant service

Respond for back-up service upon specific request from local law enforcement agencies
Serve as Terminal Agency Coordinator for N.C.J.I.S. (TAC and ATAC)

Assist Judges and Municipal Court Administrator as directed

Perform related duties and responsibilities as required and other duties which may be assigned

Knowledge of:

Criminal law, rules of evidence and applicable laws, rules and regulations

Court terminology and procedures

Law enforcement terminology and procedures

Principles, practices, techniques and equipment used in law enforcement, pursuit upon judicial order, arrest and custody of defendants

Safety practices and precautions

Safe use and proper care of firearms

First aid methods and procedures

Standard office practices and procedures and standard office equipment

Ability to:

Effectively deal with customers, often in situations which may be difficult or confrontational

Marshal

Read, interpret and apply laws, regulations and procedures

Observe and accurately recall names, faces and descriptive characteristics

Remain calm and take appropriate action in difficult situations

Make rapid, sound independent judgments within legal and procedural guidelines

Maintain accurate records of work performed

Organize and prioritize own work

Understand and follow oral and written directions

Prepare clear and concise reports, records, logs and other written materials

Establish and maintain effective working relationships