

**Superior Court of California
County of Trinity**

MARSHAL

DEFINITION

Under the direction of the Court Executive Officer the Marshal plans, organizes, manages, directs, coordinates, and supervises the Court's security functions assigned to the Marshal's Office, and performs related work as required.

Primary functions include building security, courtroom and perimeter security, and may include back-up support to the Sheriff's Office for inmate security at the courthouse and/or inmate transportation to and from the jail if needed. Additionally, the Marshal is responsible for Civil Service of Process and related functions pursuant to the Court's local agreement with the County. The Marshal, through his or her staff, ensures the safety of judges, commissioners, and court staff at all times, and also provides a safe environment for those persons using the Courthouse facilities. The Marshal is responsible for the supervision of the Deputy Marshals and Perimeter Security personnel.

DISTINGUISHING CHARACTERISTICS

The Marshal is an at-will, unrepresented manager accountable to the Officers of the Superior Court. This position is responsible for the execution of court policies and attainment of specific Court goals and objectives as defined by the Officers of the Court, and represents the Court before other agencies and justice partners. The person in this position is a peace officer pursuant to Penal Code Section 830.1. The Marshal must exercise a great deal of independent judgment; erroneous decisions or failure to achieve objectives could result in serious disruption and considerable expenditure of resources.

EXAMPLES OF DUTIES

- Plans, coordinates and directs the operations of the Marshal's Office.
- Prepares and updates a Court Security Plan as required by law.
- Maintains good public relations with other agencies and the general public.
- Assists with the preparation and administration of the Security budget.
- Responsible for the selection, training, evaluation, and supervision of all subordinate staff. Develops schedules and assigns tasks to ensure effective operations and work flow. Explains, interprets and enforces rules, policies, and laws pertaining to the functions of the Marshal's Office.
- Provides authority, administrative direction, and organizational control over all aspects of prisoners, including their handling, guarding and safekeeping while at the courthouse. Coordinates transports of prisoners to and from the jail in conjunction with or in lieu of the Sheriff's Office as needed.
- Provides authority, administrative direction, and organizational control over all aspects of perimeter security of the Courthouse facilities including weapons screening. Monitors and controls security equipment and alarms ensuring routine inspection and maintenance are performed as needed. Issues cardkeys and maintains cardkey files; monitors operation of cardkey systems for proper functioning. Maintains required security logs and databases.
- Provides authority, direction and control over bailiff functions; serves as bailiff and preserves order in the courtroom; assists courtroom clerks as needed; opens and closes courtrooms and assists with courtroom equipment and/or aides; escorts and supervises jurors while in trial and during deliberations.
- Provides security for the Judges and individuals in the courtroom and at the Courthouse including observing, arresting, and detaining persons who may pose a threat to the Judges, courthouse personnel, and the public.

- Reviews the preparation and maintenance of statistical records and various reports including crime reports and risk assessments.
- Accepts, prepares and serves civil court documents (i.e., evictions notices, levies, wage garnishments, etc.); enters data into a case management system (Sirron). Responsible for the integrity of the data base and corresponding case files. Collects civil service fees, prepares and analyzes case and financial reports, assists with reconciliations and prepares disbursements of funds held in trust.
- Serves arrest warrants as needed. Assists with emergency evacuations and/or lock-downs at the Courthouse facility.
- Analyzes, modifies, or develops procedures and systems, and reviews, revises, or develops administrative rules and regulations for the smooth operation of the Marshal's Office.
- May provide assistance or emergency back up to other law enforcement agencies as may be required of all peace officers when requested by the primary law enforcement agency or pursuant to the local agreement with the County, provided such assistance does not compromise security for the court, staff or Courthouse facility.

EMPLOYMENT STANDARDS

Experience:

Must have a minimum of five (5) years experience as a Peace Officer.

Knowledge of:

- Operations of the Marshal's Office and the California Superior Court system;
- Procedures and practices associated with all facets of bailiff and courthouse/courtroom security operations;
- Modern police methods and procedures, including crime prevention, basic investigation, identification techniques, and emergency services;
- Law, rules, regulations and procedures pertaining to custodial operations, security measures, and transportation of prisoners and/or mental health detainees;
- Pertinent codes, laws, regulations, and procedures regarding arrest and custody practices and perimeter security;
- Civil Service of Process laws, rules, codes and procedures;
- Public personnel management, training and supervisory principles and practices;
- Budget forecasting, preparation, justification, and administration;
- The proper care and operation of firearms, screening equipment and other law enforcement equipment;

Ability to:

- Plan, organize, and direct the work of subordinate staff;
- Establish and direct a full range of Court security systems;
- Quickly and objectively analyze situations and adopt an effective course of action, frequently under demanding circumstances;
- Prepare clear, concise, and comprehensive reports and make effective verbal presentations;
- Understand and interpret laws, regulations, Court rules and policies, and case law relating to the Marshal's duties, responsibilities, and operations;
- Understand and make appropriate recommendations regarding grievances and disciplinary matters;
- Establish and maintain cooperative working relationships and effectively disseminate information and resolve complicated issues as they occur.

Requirements of Peace Officers and/or Public Employees

- Be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship [Government Code § 1031(a)].

- Possess a U.S. high school diploma, GED certificate, or high school equivalency certificate, or a two-year, four-year, or advanced degree from an accredited or approved college/university [GC § 1031(e)].
- Be free of any felony conviction or certain misdemeanor convictions that are disqualifying [GC § 1029; PC § 12021(c); 18 USC 922(d)(9)].
- Be of good moral character as determined by a thorough background investigation [GC§ 1031(d)].
- Be free of any physical, emotional, or mental conditions that might adversely affect the exercise of the power of a peace officer [GC § 1031(f)].
- Court employees are public employees who in the event of a disaster, are declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law [Government § 3100-3109].

Other Requirements:

- Must possess or meet the qualifications for the Advanced P.O.S.T. certificate and currently be employed as a Peace Officer or has completed a re-certification class within the past 24 months and be compliant with P.O.S.T. requirements.
- A valid California Class C driver license with an acceptable driving record having no limitations in operating vehicles.
- Regular and punctual attendance is essential.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit for long periods of time. The employee is occasionally required to stand, walk, use hands to finger, handle or operate objects, controls, tools or weapons; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl. Speaking and hearing are needed to communicate in person and on the telephone. Strength, dexterity, coordination, and vision are needed to use a keyboard and a video display terminal. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The ability, dexterity and coordination to effectively respond to a physical altercation with immediate and adequate physical force to subdue and restrain difficult individuals is necessary. The ability to remain alert during long periods of inactivity is very important. Movement of hands and fingers to handle files and single pieces of paper; occasional lifting and moving of objects weighing up to 100 pounds.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is generally a clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise. A video display terminal is used on a daily basis. The employee must be able to handle multiple tasks with shifting priorities and with occasional interruptions of planned work activities from telephone calls, office visitors, and respond to unplanned events. There may be periodic contact with angry, upset and difficult individuals the applicant must have the ability to respond to a physical altercation with immediate and adequate physical force to subdue and restrain. There may be irregular work hours including meetings and work outside the normal business day, such as occasional evening and weekend work, as well an occasional overnight travel to attend trainings, meeting, and conferences.

FLSA Status: Exempt
Model Class No.: 6010b