

Trinity County Superior Court is currently recruiting for the position of **Marshal**.

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/perimeter security operations;
- Modern police methods and procedures, including laws of arrest, crime prevention, basic investigation, identification techniques, and emergency services;
- Civil Service of Process laws and procedures;
- Accepted administrative principles and practices;
- Principles and techniques of supervision and training;
- The proper operation and care of firearms and equipment.

Ability to:

- Plan, organize, direct and lead the work of subordinate staff;
- Pursuant to Ca Rule of Court 10.172 update and modernize the Courts Security Plan annually and/or as needed;
- Establish and direct a full range of Court security systems;
- Quickly and objectively analyze situations and adopt an effective course of action;
- Prepare clear, concise, and comprehensive reports and make effective verbal presentations;
- Understand and interpret laws, regulations, Court rules, and case law relating to the Marshal's duties, responsibilities, and operations;
- Maintain and keep current staff training logs and records;
- Understand and make appropriate decisions regarding grievances and disciplinary matters;
- Establish and maintain cooperative relationships and effectively disseminate information and resolve complicated issues as they occur.

Overview of the Position

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 responsibilities include courtroom, perimeter and building security. The Marshal, ensures the safety of judges, commissioners and court staff at all times, and also provides a safe environment for all persons using the Courthouse. Additionally, the Marshal is responsible for Civil Service of Process and related functions pursuant to the Court's local agreement with the County.

Special Requirements

- Five years of experience as a Peace Officer with supervisory experience is highly desirable.
- Possession of a current POST Advanced Certificate issued by the State Peace Officer Standards and Training (POST) Commission and successful completion of the POST Supervisory Course within two (2) years from date of appointment.
- Be a U.S. citizen or a permanent resident alien who is eligible for or has applied for citizenship.
- Possess a U.S. high school diploma, GED certificate, or high school equivalency, or a two-year, four-year, or advanced degree from an accredited or approved college /university.
- Be free of any felony conviction or certain misdemeanor convictions that are disqualifying.
- Successful completion of a comprehensive personal background investigation, psychological evaluation, physical examination, mid alcohol/drug test.
- Class C driver license with an acceptable driving record.
- All Court employees must take the Oath of Allegiance.

This is an at-will, unrepresented management position accountable to the Officers of the Trinity Superior Court.

Other Considerations

- Court employees are public employees who in the event of a disaster, are declared to be disaster service workers subject to disaster service activities [Government § 3100-3109].
- The Marshal is considered a peace officer pursuant to PC § 830.1.
- Travel is involved with this position.
- Ability to lift 100 pounds;
- Regular and punctual attendance is essential.

Salary and Benefits

- Base Salary: \$7071.07- \$9473.02/month.
- Vacation: Accrue 10 days per year with graduated increases in accruals after achieving additional benchmarks for continuous service.
- Professional Leave: 40 hours per year plus 16 hours personal Leave.
- Sick Leave: Accrue one (1) day per month.
- Holidays: 14 days per year.
- Retirement: P.E.R.S. 3 percent at 50

- Insurance: Medical, dental, life and vision
- Medical Insurance Opt-Out: Employees who "opt-out" of the medical plan may elect to receive a deferred compensation plan.
- Longevity Pay
- Other: A deferred compensation plan and direct deposit are available.

Note: Travel expenses to appear for an interview will not be reimbursed.

Application/Selection Procedure

Candidates must complete and submit a Court application form. A resume and cover letter will be accepted in addition to, but not as a substitute for, the completed application form. Incomplete applications will not be processed. It is not acceptable to complete the application with statements like, "See/refer to resume" or "See attached. Only the best-qualified candidates will be invited for an oral and/or written examination; a writing sample may be requested. Meeting the announced requirements does not guarantee inclusion into the selection process.

The Superior Court of California, County of Trinity is an Equal Opportunity Employer. Arrangements may be made to accommodate applicants with disabilities by informing human Resources in writing or by telephone at the time of application.

Submit application materials to:

Trinity County Superior Court
Attention: Human Resources
P.O. Box 1258
Weaverville, CA 96093

Phone for an application at (530) 623-1369, pick up an application at the above-noted address, or visit our Web site at www.trinity.courts.ca.gov

Applications will be accepted until 4:30 p.m., Friday, August 1, 2025, in the above-noted office. Faxes, e-mails, and postmarks will not be accepted.

About Trinity County

The Superior Court of California, County of Trinity, is located in the northern part of the state and encompasses approximately 3,200 squares miles of rugged terrain steeped in the rich history of the California gold rush. The County takes its name from the Trinity River. The Trinity Alps primitive wilderness area is situated in the northern portion of the county.

The population of the County is approximately 13,000.

The Superior Court of California, County of Trinity, hears criminal, civil, traffic, family law, probate, juvenile, and mental health cases. County of Trinity is served by two (2) Judges, one (1) Court Executive Officer, and 14 other team members.

Trinity County Superior Court
Human Resources Division
P.O. Box 1258
Weaverville, CA 96093

EQUAL OPPORTUNITY EMPLOYER

SUPERIOR COURT OF THE STATE OF CALIFORNIA

COUNTY OF TRINITY

INVITES APPLICATIONS FOR



Marshal

\$7071.07– \$9473.02 Monthly

**Final Filing Date:
4:30 p.m.
Friday, August 1, 2025**