

13TH JUDICIAL CIRCUIT COURT CALLAWAY COUNTY COURTHOUSE

DEPUTY COURT MARSHAL I– CALLAWAY COUNTY

Fulton, MO



Starting wage is \$37,500 annually with option of a pay increase after a 6-month successful probationary period.

We are looking for an energetic person to serve as Deputy Court Marshal for Callaway County Courthouse. The 13th Judicial Circuit Court employs a modern, full service Court Marshal Office which is composed of one Court Marshal, two Sergeants, two Corporals and nine Deputy Court Marshals. Of those positions, one Sergeant and two Deputy Court Marshals work within the Callaway County Courthouse.

Our Court Marshals are highly trained, having the responsibility of providing courtroom and courthouse security; tending to juries; arrest, process and guard defendants using automated record keeping.

This job can be difficult at times and requires patience and hard work, but it is extremely rewarding. We will provide all the on the job training you will need to be successful.

Deputy Court Marshals are vested with the power of arrest and are responsible for ensuring the safety and security of the judges, court staff, and clients of the court, and the security of the court facilities. The position is Monday through Friday, occasionally working beyond normal working hours as the court requires.

Be a part of a noble profession while working in a great team environment at a beautiful new courthouse currently under construction. This is a job that you can turn into a long-term career with advancement opportunities. We offer great benefits!

As a Callaway County Paid Employee, you will have the following benefits:

- ❖ Health Insurance
- ❖ Dental Insurance
- ❖ Vision Insurance
- ❖ Cafeteria Plan
- ❖ Life Insurance
- ❖ Paid Time Off
- ❖ 14 Paid Holidays per year

Position Responsibilities:

- Security screening of individuals entering the courthouse: x-ray machine operation, metal detector operation, record-keeping.
 - Courtroom security: opening and closing court sessions, handling files and evidence, maintaining order.
 - Building and grounds security: opening and closing building, monitoring equipment, maintaining order.
 - Maintain records of the marshal's office, as required.
 - Work with juries: greeting jury panelists, orientation of jurors, assisting jurors during jury trials, providing security for jurors and sequestered jury trials.
 - Law enforcement: arrest persons on outstanding warrants, upon order of the court, or as a result of law violations on courthouse premises; take individuals into custody upon order of the court; receive reports of law violations occurring on courthouse property.
 - Complete bond investigations as ordered by the court.
 - Maintain records for individuals on Home Detention
 - Maintain records for individuals completing Community Service
 - Assist the Jury Services Office by processing questionnaires and preparing summons
 - Other duties as assigned from time to time.
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- Must be 21 years of age.
 - High School diploma or equivalent.
 - Must be POST certified as a Missouri Police Officer
 - Must be eligible to be deputized by the Callaway County Sheriff
 - Be free from illegal drugs
 - Clean background check

To Apply:

Applications are available electronically at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

Or

In person at the Callaway County Courthouse, 10 E. 5th Street, Fulton MO 65251

Completed applications may be submitted electronically in PDF format to

BNE-Jobs@courts.mo.gov or returned to Callaway County Courthouse, 10 E. 5th Street, Fulton MO 65251

Preference will be given to applications received by 5:00 PM, March 18, 2022 but applications accepted until position is filled.

EOE & in Compliance with ADA