



City of Des Moines, Washington

JOB DESCRIPTION



COURT MARSHAL

Regular, Part-Time

Salary Grade: G-18
FLSA Status: Non-exempt

Bargaining Unit: Non-represented
EEO Category: Protective Service

Nature of Work

Under the direction of the Judge and Court Administrator, the Court Marshal performs transporting of prisoners and handling security in the courtroom. The Court Marshal acts as the court's liaison with defendants, jurors, attorneys and general public, to ensure efficient and secure operation of the court.

Essential Functions

- Operates an electronic walk-through metal detector and hand held screening device to determine if persons entering public buildings are carrying or wearing weapons or other prohibited items. Screens all individuals, without exception, when they enter the court area facility.
- Performs hand searches of bags, briefcases, and other carry-in items to identify illegal items.
- Refuses entry into buildings if necessary to protect the public's health, welfare or safety.
- Identifies individuals who may be loitering or disturbing the peace or who have no lawful business to conduct in the building.
- Observes courtroom proceedings and intervenes to prevent escalation of problem situations, using human relation skills when possible.
- Patrols courtrooms, buildings, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.
- Maintains order and provides security for the judge, court staff and public in the courtroom.
- Responds to emergency situations in the Municipal Court and other City facilities as requested.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders.
- Provides First Aid and CPR as needed.
- Conducts scheduled and random security inspections of the courtroom and court clerical area.
- While on duty, carries a firearm and other department approved protective devices; maintains qualifications to carry a firearm.
- Enforces courtroom security policies and procedures.
- Maintains awareness of security zones: facility boundaries, facility exteriors, areas open to the public, and restricted employee areas.
- Notifies court staff of potentially dangerous litigants.

- Intervenes and makes arrests in potential incidents of violence.
- Provides information, direction, and assistance to the public.
- Sets up court room for court and other meetings as directed.
- Responds to bomb threats and other safety concerns; assists with building evacuation.
- Receives into custody, persons arrested by officers or otherwise directed by the judge; conducts full search of arrested persons, receives prisoner property for safekeeping and transport; transports prisoners to jail.
- Transports persons in custody to the court and provides security and control over prisoners.
- Takes person(s) into custody, when necessary, under the authority of a limited commission, for violations of the law associated with courtroom security or the movement of prisoners.
- Transports individuals who have been detained by other jurisdictions on City warrants.
- Safely operates a prisoner transport vehicle regardless of weather conditions.
- Ensures department equipment receives regular maintenance by coordinating the repair with the appropriate entity.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of courtroom procedures and process.
- Understanding of the importance of confidentiality with regards to duties.
- Ability to communicate clearly and efficiently in person or by telephone.
- Ability to cope with situations firmly, tactfully and with respect to individual's rights.
- Ability to analyze situations quickly and objectively, recognizing actual and potential dangers and determine a proper course of action.
- Demonstrate ability to positively interact with diverse individuals to accomplish a common goal in high-pressure situations.
- Display a pleasant and professional demeanor.
- Physical ability to perform essential job functions.

Education and Experience Requirements

- High school diploma or GED and three (3) years' work experience as a full-time law enforcement officer.
- No more than a two (2) year break in service from last law enforcement employment.
- Graduation from a certified law enforcement academy that meets or exceeds the Washington State standards.
- Any combination of related and pertinent college.
- Scope of experience must include proactive intervention to defuse interpersonal conflicts and maintaining orderly conduct in public group situations.

Special Requirements

- Bloodborne pathogen, First Aid and CPR certification.
- Obtain and maintain limited Police Commission within one month of employment.
- Maintain First Aid and CPR cards; maintain Bloodborne pathogen certificate.
- Available to work all shifts upon short notice.
- Annual firearms qualification with Des Moines Police Department.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Municipal Court Organizational Structure

- The Municipal Court is an independent branch of government and personnel employed under the judicial branch of government are bound to act in accordance with [GR 29](#). Under [GR 29](#), the Presiding Judge is responsible for the daily operations of the Court, which includes working conditions, hiring, discipline, and termination decisions.
- Court Personnel are also subject to the rules contained within the City of Des Moines Personnel Manual, City Ordinances, state and/or federal laws. The provisions of the City of Des Moines Personnel Manual, including wage and benefits, apply to all Court Employees and controls, unless otherwise ordered by the Presiding Judge.

Working Conditions and Physical Abilities

- Work is performed in a courtroom environment.
- Requires dexterity of hands and fingers to operate court security equipment.
- Hearing and speaking to exchange information.
- Analyze potentially dangerous situations.
- May be exposed to bloodborne and/or airborne pathogens.
- Contact with dissatisfied or abusive individuals.
- Must be able to perform strenuous physical tasks such as running, subduing and detaining individuals.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2018.