Florida State Courts System
Class Specification

Class Title: Deputy Marshal - District Court

Class Code: 6210
Pay Grade 25

General Description

The essential function of the position within the organization is to serve in a highly responsible mid-management capacity, providing assistance to the marshal with administrative and security operations. The position is responsible for assisting the marshal with: protection of the district court judges, managing personnel functions; purchasing and inventory; preparation and justification of budgets; reconciling vendor accounts; reviewing and approving invoices for payment; security operations; and supervising support and custodial staff. The position works independently, reporting major activities through periodic meetings with the marshal of the district court; exercises considerable latitude in judgment and supervision techniques.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff under direction of the marshal, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

The position assists the Marshal with criminal background investigations; executing court orders and coordinating high risk, or high profile special operations such as during a hurricane or other natural disaster, civil disturbance, terrorist event, hostage situation, or threat to the judiciary.

Assists with facility management, including scheduling routine maintenance and repairs for office equipment, telephone systems, furniture, fixtures and buildings; monitors inventory/property control, obtains bids, and prepares purchase orders for procurement of goods and services for the court; manages contracts for services.

Assists with preparation and justification of budget as it relates to personnel; monitors salary and rate; advises judges and court committees on personnel and budget issues; assists with preparation of financial statements.

Assists the Marshal with: providing security in compliance with state and federal regulations and laws; ensuring a safe environment for court personnel and the

public; assisting individuals injured on site and the timely reporting of these incidents to Risk Management and/or Workers Compensation.

Assists with communicating and coordinating with lower court administrators for scheduling out-of-town sittings; coordinating and scheduling court facilities for video conferences, meetings and other uses as required.

Performs administrative tasks such as: preparing reports, maintaining accounting or personnel records, reporting on-site injuries to the Department of Risk Management and/or Workers Compensation, assisting with preparing periodic employee evaluations, or preparing travel reimbursement requests for judges, marshals or other court employees as requested.

Attends and/or conducts staff and other professional meetings to exchange information; attends technical or professional workshops or seminars to improve professional skills.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on these data or information.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Counsels or instructs/trains others through explanation, demonstration and supervised practice or makes recommendations based on technical expertise.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Has responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of or accounting for materials, supplies or equipment.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads professional publications; demonstrates the ability to write general correspondence, detailed reports and e-mails using proper format and grammar; speaks informally to groups of co-workers and subordinates, the general public, people in other organizations, and presents training.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and occasional exposure to unusual pressures.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

The impact of errors is serious. May affects other units in organization, and may affect judges and employees, citizens; or loss of life and/or damage could occur.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as x-ray and metal detection systems, fire safety equipment, magnetometers, surveillance equipment and guns. May carry a firearm and must meet and maintain high standards which are measured by a State prescribed firearms qualification course.

Safety of Others:

Refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Education or training equivalent to a bachelor's degree in criminal justice, accounting, finance, business management or administration, or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Six years of progressively responsible administrative experience in personnel services; budget, finance and accounting; purchasing and facility management, two of which were in a supervisory capacity.

Licenses, Training, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, training, certifications, or registrations required to enter the position.

Requires successful completion of the US Marshals Service's court security training program or approved equivalent within one year of employment.

Must maintain CPR certification.

Additional Requirements

Must not have been convicted of any felony or of a misdemeanor involving perjury or a false statement, domestic violence, or have received a dishonorable discharge from any of the Armed Forces of the United States.