

Florida State Courts System Class Specification

Class Title: Deputy Marshal –Supreme Court

Class Code: 1500

[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 works independently, reporting major activities through periodic meetings with the Marshal of the Supreme Court; exercises considerable latitude in judgment and supervision techniques. The position may be assigned to varying missions, such as: court security, judicial officer protection, execution of court orders, threat investigations, criminal investigations and special operations. Special operations assignments may be high risk or high profile events at the court; emergency situations, such as hurricanes and other natural disasters, civil disturbances, terrorist events, hostage situations, threats to the judiciary, etc. The position is responsible for supervising the security, patrol, investigations, intelligence, law enforcement, training, crime prevention, records, and employee education programs for the Office of the Marshal. The position is responsible for establishing effective relationships with the Justices, the community, supervisors, subordinates, elected officials, other criminal justice agencies, and all employees at the court. The position is under the supervision of the Marshal, the demands of applicable local, state, and federal laws, and judicial rulings. The position may serve as supervisor in charge in the absence of the Marshal.

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 terminating or recommending termination.

Performs threat and criminal investigations, executes court orders and coordinates 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

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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.

Provides security in compliance with state and federal regulations and laws, ensuring a safe environment for court personnel and the public; provides assistance with risk management programs.

Communicates and coordinates with lower court administrators for scheduling out-of-town sittings; coordinates and schedules court facilities for video conferences, meetings and other uses as required.

Performs administrative tasks such as preparing reports, maintaining accounting or personnel records, 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.

Configures, program and maintains the access control system, CCTV system, X-ray machine systems, magnetometer, key control and fire safety system.

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.

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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 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 frequent 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 affect other units in organization, and may affect Justices, employees, and 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. Carries a firearm and must meet and maintain high standards which are measured by a State prescribed firearms qualification course.

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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.

Bachelor's degree in criminal justice, or related fields.

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 experience in court security, civilian, or military law enforcement, and three years of supervisory experience in law enforcement, personal protective operations, intelligence, or investigations.

Licenses, Trainings, 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 Criminal Justice Standards and Training Commission's Basic Recruit Law Enforcement Course within one year of employment.

Additional Requirements

Must be at least 19 years of age, a citizen of the United States, and a high school graduate, or its "equivalent", and pass physical examination.

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.