



**SUPERIOR COURT OF CALIFORNIA, COUNTY OF SHASTA  
invites applications for the position of:**

## **Deputy Marshal**

**SALARY:** \$24.28 - \$30.99 Hourly  
\$4,208.00 - \$5,371.00 Monthly

**OPENING DATE:** 10/06/16

**CLOSING DATE:** 10/21/16 04:30 PM

**PLEASE NOTE THE FOLLOWING:**

**Filing Deadline: Friday, October 21, 2016 at 4:30 p.m.**

**Oral Board: Thursday, October 27, 2016**

**Employees who attain or possess an Intermediate POST certificate are eligible to receive a 4.5% salary stipend.**

**Employees who attain or possess an Advanced POST certificate are eligible to received an additional 3.5% salary stipend, for a maximum of 8.0% above base salary.**

**A \$700 clothing allowance will be provided each year.**

**POSITION SUMMARY:**

Under general supervision, serves warrants of arrest issued by the Court; serves as Court Bailiff; performs related work as required to expedite the business of the Court or the Marshal's office; and performs general law enforcement duties as may be required by any peace officer.

**Distinguishing Characteristics**

This is the sworn and journey level in the Deputy Marshal class series. A Deputy Marshal may be assigned to Court Bailiff or perimeter security and is expected to perform with proficiency and sound judgment in either capacity.

**EXAMPLE OF DUTIES:**

A Deputy Marshal serves as Bailiff in the Court or provides perimeter security.

- Attends sessions of the Court and preserves order in the courtroom
- Oversees security at the weapons screening station
- Guards and maintains the security of prisoners during Court appearances
- Summons jurors and takes responsibility for them while they are deliberating or absent from the courtroom
- Maintains necessary records and files on jury panels
- Carries out directions from the bench officer in expediting Court business and in maintaining order
- Serves and executes warrants of arrest
- Prepares necessary records and reports as needed
- May assist in the lead supervision and training of new employees at the Deputy Marshal Trainee level
- Performs those duties as may be required of all peace officers as a first responder or back up officer

**QUALIFICATIONS:**

Must be attending or graduated from a California Law Enforcement Academy approved by the Commission on Peace Officers Standards and Training (POST), and/or possess current POST certification.

Any combination of education and experience sufficient to directly demonstrate possession and application of the following knowledge and abilities.

**Knowledge of**

For Entry Level

Basic principles and practices of law enforcement; basic rules and regulations of the Marshal's office; basic civil procedures and processes; pertinent laws, codes, and regulations regarding the serving and execution of warrants of arrest; procedures and the arrest and custody of prisoners; and care and operation of small firearms and other law enforcement equipment.

For Lateral Transfers

(Candidates who possess a Basic Law Enforcement Certificate awarded by POST and who are currently employed by a law enforcement agency as an 830.1 Penal Code category peace officer)

Laws pertaining to search and seizure, arrest, and interrogation of suspects; rules of evidence and basic criminal law; techniques of criminal investigation; and operational and security court procedures in criminal and civil cases.

**Ability to**

Demonstrate keen powers of observation and memory; make independent decisions while working in the field; make forcible arrests and deal effectively with prisoners; analyze situations accurately and adopt effective courses of action; control, direct, and instruct inmates individually and in large groups; carry out the direction of the bench officer in executing Court business and maintain order in the courtroom and other Court facilities; write clear and comprehensive reports; understand and carry out oral and written directions, regulations, and departmental policies; qualify with handguns, rifles, and shotguns; establish and maintain cooperative working relationships with fellow employees and the general public; testify in court effectively; stand, walk, and remain alert for long periods of time; and operate law enforcement emergency vehicles in all weather conditions, as well as driving in congested areas and high-speed pursuits.

**APPLICATION AND SELECTION INFORMATION:**

Carefully complete your online application and attach POST certification and/or documentation supporting enrollment in a California Law Enforcement Academy approved by POST.

- Complete all requested information fully.
- Incomplete applications will not be processed and your application will be rejected if you write statements such as "See/Refer to Resume" or "See Attached."
- It is important that your application show all the relevant education and experience you possess. Minimum requirements must be met at the time of filing.
- If you held multiple positions with the same employer, please list each job title and duties separately.
- The Work Experience portion of your application profile should account for all employment within the last 10 years, including your current or most recent position. Include U.S. Military Service, self-employment, and relevant unpaid volunteer work.
- Explain gaps between any employment periods by way of a separate attachment to

Incomplete application materials, false statements, omission of a material fact, or partial information will result in disqualification of the application.

A cover letter and resume are welcome, but are not accepted as a replacement for your application.

The Court reserves the right to modify the selection/examination process at its discretion.

**If you submit multiple applications,  
ONLY your most recent application and attachments will be considered.**

A qualifications appraisal committee will review applications and requested materials, and only the best-qualified candidates will be invited to interview for this position. Meeting the announced requirements does not guarantee inclusion into the selection process. All correspondence regarding the selection process is sent via email. You are responsible for checking your email account on a regular basis to find out the status of your application.

Shasta County Superior Court 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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.shasta.courts.ca.gov>

Position #2016-902-0004  
DEPUTY MARSHAL  
AD

1500 Court Street, Room 106  
Redding, CA 96001  
(530) 245-6721

[employment@shasta.courts.ca.gov](mailto:employment@shasta.courts.ca.gov)

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