

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
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Information Technology

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Judicial Programs and Services

SUPREME COURT MARSHAL
Part-time
Position # 0004

This is a part-time position that will be responsible, under the direction of the Supreme Court Chief Marshal, for the provision of security services for the Justices of the Nevada Supreme Court, Supreme Court employees, the members of the public who access the Supreme Court, and the property of the Court. Duties will also include the performance of investigations, handling threats, and general law enforcement duties as directed by the Chief Marshal. The position will carry out the safety, security, and disaster plans, protocols, and policies promulgated by the Court; interact and work with federal, state, and local courts and law enforcement agencies regarding security issues; participate in inter-branch coordination of security plans and security systems, including surveillance and computerized access systems; perform interior and exterior patrols of building; present training programs as directed; other duties as assigned. Some in state travel may be required.

This position is located in Carson City, Nevada.

Education and Experience: High School Diploma or equivalent education and two or more years of experience as a duly sworn police officer.

Certificates and Licenses required:

- Certification as a Category 1 Peace Officer by the Nevada Commission on Peace Officer Standards and Training (NV POST), including weapons qualification
- NV Driver License

Salary: \$22.48 - \$26.74 per hour

Application Process:

In order for you to be considered for this position, you must complete and submit a Supreme Court of Nevada Employment Application, a cover letter, and a resume. You are responsible to provide specific, accurate, and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

You may complete the application online and then print and submit all required items by mail to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: applymarshal@nvcourts.nv.gov
- via fax to: (775) 684-1777

This posting shall remain active until the position is filled. Applications will be reviewed as they are received.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.