

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
Director and
State Court Administrator



RICK STEFANI
Deputy Director
Information Technology

JOHN MCCORMICK
Assistant Court Administrator
Judicial Programs and Services

**Supreme Court Marshal Chief Officer
Position #0005**

This position is responsible, under the general direction of the Chief Justice and/or her or his designee, for the management and provision of security services for the Justices and Judges of the Nevada Appellate Courts, Supreme Court employees, the members of the public who access the Supreme Court, and the property of the Court. In addition, this position will be responsible for the management and supervision of Supreme Court Marshals' Office personnel and the performance of investigations, handling threats, and general law enforcement duties as directed by the Chief Justice or designee. This position will develop, review, and implement security and operational policies and plans, including a Continuity of Operations Plan (COOP), serve as the primary liaison for the Court with federal, state, and local courts and law enforcement agencies regarding security issues, and conduct security, safety, and disaster planning activities, including related budget planning, and developing, implementing, and training various security and safety policies, protocols, and/or procedures for the Supreme Court; this includes active participation and cooperation with internal committees and the Facilities Manager. This position is also responsible for inter-branch coordination of security plans and security systems, including surveillance and computerized access systems. The position will be required to attend meetings outside of normal working hours; work occasional evening and weekend hours; and will be required to travel statewide as necessary. A valid driver's license is required.

This position is located in Carson City, Nevada.

Education and Experience:

High School Diploma or equivalent and five or more years of experience as a duly sworn peace officer, with 2 years in a supervisory capacity, and certification as a Category 1 Peace Officer by the Nevada Commission on Peace Officer Standards and Training (NV POST), including weapons qualification

Salary range: \$57,503 - \$86,109 DOE, employee/employer paid retirement

The Supreme Court of Nevada offers the compensation package available for all State of Nevada Employees, which includes a choice of health insurance plans, enrollment into the Public Employees Retirement System (PERS), 11 paid holidays, and paid annual and sick leave.

This position is covered by the Supreme Order dated February 9, 2017, declaring a critical labor shortage within the Supreme Court Marshals' Office.

Application Process:

In order for you to be considered for this position, you must submit a completed 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/

where the application may be completed online and then printed and mailed or delivered 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: chiefmarshal@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.