

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
Part-time
Position # 0202

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 Las Vegas, 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 per hour, employee/employer paid retirement.

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/](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:

- Hand deliver to: Regional Justice Center, 200 Lewis Ave. 17th floor, Las Vegas, NV.
- via e-mail to: applymarshal@nvcourts.nv.gov
- via fax to: (775) 684-1777

The deadline to submit applications is Friday, December 2, 2016. Applications received after 5:00 p.m., will not be accepted.

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.