

Supreme Court of Nevada  
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET  
Director and  
State Court Administrator



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Assistant Court Administrator  
Judicial Programs and Services

**SUPREME COURT MARSHAL**  
**Full-time**  
**Position # 0201**

This position is 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 completion of investigations, handling threats, and performance of general law enforcement duties as directed by the Chief Marshal. The position will implement and carry out the safety, security, and disaster plans, protocols, and policies promulgated by the Court; develop, review, and implement security and operational policies and plans, including assistance with the Continuity of Operations Plan (COOP); 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; help develop or provide training as required by POST standards; 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:** \$49,047, employee/employer paid retirement.

**The Supreme Court of Nevada provides the following compensation package:**

**Paid Leave** – Includes 3 weeks annual leave, 3 weeks sick leave, and 11 holidays with no prior state service each year. Leave is accrued biweekly.

**Group Insurance** – Includes medical and prescription drug coverage, dental coverage, life insurance, and long-term disability, with options for health savings account, and other insurance. Employer contributions to premiums make quality medical coverage affordable. New hire employees are eligible for coverage within the first month of full-time employment.

**Retirement** – All full-time employees become members in the Public Employee's Retirement System with a calculated benefit available to you upon retirement after a minimum of 5 years of service.

**Other benefits include** - an Employee Assistance Plan (EAP) plus options to participate in a health care flexible spending account, and a deferred compensation program.

**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. 17<sup>th</sup> floor, Las Vegas, NV.
- via e-mail to: [applymarshal@nvcourts.nv.gov](mailto: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.*