



CITY OF LYNNWOOD
invites applications for the position of:

Court Marshal

The City of Lynnwood is an equal opportunity employer and strives to employ a diverse workforce reflective of the community it serves. Qualified applicants with multicultural experience and/or backgrounds are strongly encouraged to apply.

SALARY

Hourly
 \$34.95 - \$39.42

OPENING DATE: 01/19/23

CLOSING DATE: 02/12/23 12:00 AM

SUMMARY:

The Court Marshal is a special commission peace officer and performs transport of prisoners within the courthouse and handles security on the premises of the court. The Court Marshal acts as the court's liaison with defendants, jurors, attorneys, and public, to ensure efficient and secure operation of the court. This position works under the direction of the Lynnwood Municipal Court Judge, Court Administrator, or Assistant Court Administrator for their day-to-day tasks; and as a special commission peace officer, the Court Marshal is subject to supervisory control by the Lynnwood Chief of Police.

The City has funded 1.5 Court Marshals, and there is flexibility within that range. For example, this position may be divided into a 1.0 FTE and a 0.5 PTE, two 0.75 FTEs, or any other combination. This is a unique opportunity to create your preferred schedule.

ESSENTIAL FUNCTIONS

Includes but is not limited to such essential functions as listed below:

- Be responsible for operational oversight of security operations for the Lynnwood Municipal Court, courthouse, and environs.
- Inspects and maintains all equipment used in performance of Court Marshal duties.
- Attends mandatory training and completes shift work requirements as established by the Court Administrator and/or Chief of Police.
- Observes courtroom proceedings and intervenes to prevent escalation of problem situations, using human relation skills when possible.
- Patrols courtrooms, buildings, and other areas to discourage unacceptable and unlawful behavior in and around assigned areas.
- Maintains order and provides security for the judge, court staff and public in the courtroom.
- Responds to emergency situations in the Municipal Court and other City facilities as requested.
- Contacts and cooperates with other law enforcement agencies in matters relating to the apprehension of offenders.
- Provides First Aid and CPR as needed.
- Conducts scheduled and random security inspections of the courtroom and court clerical area.

- Be the point of contact for the contracted private security company.
- While on duty, carries a firearm and other department approved protective devices; maintains qualification to carry a firearm.
- Maintains awareness of security zones internally and externally.
- Notifies court staff of potentially dangerous litigants.
- Intervenes and makes arrests in potential incidents of violence.
- Provides information, direction, and assistance to the public.
- Perform security sweeps for contraband and weapons.
- Responds to various threats and other safety concerns; assists with building evacuation.
- Receives into custody, persons arrested by officers or otherwise directed by the judge; conducts full search of arrested persons, receives prisoner property for safekeeping and escorts to jail facilities.
- Takes person(s) into custody, when necessary, under the authority of a limited commission, for violations of the law associated with courtroom security or the movement of prisoners.
- Ensures department-issued equipment receives regular maintenance by coordinating the repair with the appropriate entity.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable, and punctual attendance.
- Performs other related duties as assigned, including but not limited to being assigned to cover absences or relief, equalize peak work periods, or balance the workload.

MINIMUM QUALIFICATIONS

- Bloodborne pathogen, First Aid and CPR certification
- At time of hire, possess a Basic Law Enforcement Certificate with no more than 2 years of separation as a general authority police officer.
- Obtain and maintain special Police Commission within one month of employment.
- Maintain First Aid and CPR cards; maintain Bloodborne pathogen certificate.
- Available to work all shifts upon short notice. (Shifts are generally daytime shifts during the hours of Municipal Court operation.)
- Annual firearms qualification with Lynnwood Police Department
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Meet the pre-employment requirements of the Lynnwood Police Department substance abuse policy.
- May require completion of a pre-employment background to include a criminal history check, polygraph exam, and psychological testing per RCW 43.101.095.

ADDITIONAL INFORMATION

- The City of Lynnwood is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known

limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lynnwoodwa.gov/Jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood
19100 44th Ave West
Lynnwood, WA 98036
425-670-5083
425 670-5085

Job #2022-00065

COURT MARSHAL

DC

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Court Marshal Supplemental Questionnaire

- * 1. Have you successfully completed the Washington State Criminal Justice Training Commission 720 hour Basic Law Enforcement Academy?
 Yes No

- 2. Please attach to this application your certificate of graduation. If you are unable to attach, email them to dconnor@lynnwoodwa.gov.

- * 3. What was your last date of employment with a general authority agency as a police officer?

- * 4. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements?
 Yes No

- * 5. If you answered Yes, explain. If you answered No, enter N/A.

- * 6. Have you ever been convicted of, or have you served time in a correctional institution for any crime which might have some bearing on your qualifications and fitness to accept the duties and responsibilities of the position for which you are applying?
 Yes No

- * 7. If you answered Yes, give details. If you answered No, enter N/A.

- * 8. List all police or law enforcement agencies you have worked for, starting with the most recent. Include agency name, agency address, agency phone, position held and salary, name of supervisor, hire date, termination date, reason for leaving.

- * 9. List all sustained citizen's complaints and internal investigations, as well as any disciplinary actions you have received while employed as a police officer.

- * 10. Do you have a driving record acceptable to the City's insurance carrier?
 Yes No

- * 11. If you answered yes, list the State where your license is issued, your driver license number and expiration date. If you answered No, enter N/A.

- * 12. Have you ever been charged with, forfeited bail on or been convicted of any traffic law violation?
 Yes No

- * 13. If you answered yes, provide the date(s), location(s), and the disposition of each traffic law violation. If you answered no, enter N/A.

- * 14. Have you ever been charged with a misdemeanor or felony?
 Yes No

- * 15. If you answered Yes, list all arrest information for each incident (other than traffic). Specify what the charge was, when and where you received it and what the disposition of the violation was. If you answered no, enter N/A.

- * 16. Have you ever used any illegal drugs?
 Yes No

- * 17. If you answered Yes, indicate the type(s) of drugs used, the year(s) it was used and on how many occasions. (Prior drug use does not necessarily eliminate you from consideration. See automatic disqualifiers on the job description.) If you answered No, enter N/A.

- * 18. Are you able to speak/understand a language other than English?
 Yes No

- * 19. If you answered yes, specify what other language(s) you are able to speak/understand. If you answered no, enter N/A.

- * Required Question