

**POSITION TITLE: Marshal – First District Court of Appeal**

**LOCATION: 2000 Drayton Drive, Tallahassee, Florida**

**DATE: September 15, 2017**

**CLOSING DATE: October 16, 2017, at noon**

**SALARY: \$114,878.64 (as set by the Legislature)**

The Marshal's responsibilities are defined by article V, section 4(c) of the Florida Constitution, section 35.26 of the Florida Statutes, and section 2.201(c) of the Florida Rules of Judicial Administration.

The Marshal serves at the pleasure of the court's judges and works under the Chief Judge's supervision in the day-to-day management of the court pursuant to policies adopted by the judges. The Marshal works with the Chief Judge in the budgetary process and serves as the court's chief operating officer, chief financial officer, and chief security officer. The Marshal also serves as the court's public information officer and business records custodian.

The Marshal is responsible for performing and supervising the administrative functions of a district court of appeal, which necessitates that exemplary working relationships be maintained with all judges, employees of the court, other agencies and offices, the general public, and news media. The Marshal must have the ability to work well with others, establish priorities, and conduct court business with integrity and confidentiality.

The Marshal's duties include the following:

**Budget/Financial**

- Prepare operational budget, project estimated costs, anticipate organizational changes and the associated cost, and prepare annual legislative budget requests.
- Monitor expenses, maintain financial records, prepare and certify payroll, certify funds to complete budget year, and monitor travel expenses and voucher preparation.
- Make and authorize purchases necessary for day-to-day operations.
- Ensure timely payment of all authorized expenses.

- Serve as court liaison with various local and state agencies and departments.
- Maintain appropriate insurance.

## **Court Security**

The Marshal is responsible for court security both in the Tallahassee Courthouse as well as when the court meets at other locations within the state. The Marshal provides protective techniques and equipment in all phases of court proceedings, threat situation, and judicial conference thus ensuring quick and safe responses in emergency situations as well as unobtrusive surveillance and protection during routine operations. In fulfilling the primary responsibility of providing security services to the court, the Marshal deploys and coordinates the installation of electronic security systems to protect the judges, courthouse staff members, visitors, and physical court facilities. This includes perimeter security, access control, close circuit television surveillance, and alarm reporting systems.

## **Facility, Information Technology, and Personnel Management**

- Act as custodian of the court's headquarters.
- Handle all contract management, supervise all purchasing, and maintain all records in connection with facility maintenance.
- Serve as the court's human resource officer, chief compliance officer for the Personnel Regulations Manual – Florida State Courts System, and custodian of all personnel records.
- Supervise and safeguard the information technology services and staff.

## **Qualifications**

- Graduation from an accredited four-year college or university with a Bachelor's degree preferably in judicial administration, public administration, accounting, business administration, or criminal justice.
- A minimum of five years' experience in management or court administration with emphasis in accounting and budgeting. Progressively responsible experience beyond five years may substitute for part of the educational requirement.

- Completion of a minimum standards training program approved by the Criminal Justice Standards Training Commission within the Department of Law Enforcement, training to be completed within one year of appointment.

## **Special Comments**

**Finalists under consideration for this position will be subject to a satisfactory background check that includes, but is not limited to, criminal background check, credit history, fingerprinting, and references check.**

How to Apply:

Submit a cover letter, a current and complete State of Florida Employment Application, a resume with references, and verification of education to:

[marshalposition@1dca.org](mailto:marshalposition@1dca.org)

(All documents need to be in PDF format)

(A link to the State of Florida application form can be found on the court's website at [www.1dca.org](http://www.1dca.org).)

**Your application must be received by noon (EST) on October 16, 2017.**

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

Questions should be directed to Suzanne Smith at [smiths@1dca.org](mailto:smiths@1dca.org) or 850-717-8211. If you need an accommodation in order to participate in the application/selection process, please contact Suzanne Smith at [smiths@1dca.org](mailto:smiths@1dca.org) or 850-717-8211.