



Wisconsin Court System

Deputy Marshal

Director of State Courts Office

The Wisconsin Court System is seeking qualified candidates for a part-time (.60 FTE) Deputy Marshal. Under the general supervision of the Director of State Courts and the Supreme Court Marshal, the Deputy Marshal is responsible for assisting the Marshal with the safe, secure and sound administration of the proceedings and operation of the Supreme Court and District IV Court of Appeals, before, during and following sessions. In addition, the Deputy Marshal performs administrative responsibilities for the Supreme Court Justices and staff, and the Director of State Courts' Office, including management of Supreme Court and Directory of State Court facilities. The Deputy Marshal may be required to work outside normal business hours as necessary to fulfill the security-related functions of the position.

LOCATION: Madison, WI. This position is expected to work in-office for the duration of their work schedule.

SALARY: \$49,414 - \$55,128 annually with a State of Wisconsin benefits package.

RESPONSIBILITIES:

1.) Provide back up and redundancy to the Marshal for Supreme Court duties. 2.) Assist in the maintenance of order and security for the Court while in session, control and monitor visitors to the Supreme Court hearing room. 3.) Provide assistance, as necessary, with threatening and/or intimidating visitors to the Supreme Court and Director of State Courts Capitol offices. 4.) Perform office management responsibilities and administrative support to the Supreme Court. 5.) Fulfill the ordering, distributing, stocking, and management of office supplies for Supreme Court staff and Director of State Courts Capitol staff. 6.) Receive, inspect, sort and distribute incoming mail from Post Office Box and Capitol mailroom and manage posting Supreme Court and Director of State Courts Office outgoing mail through the Capitol mailroom. 7.) Handle confidential documents for the Supreme Court and Director of State Courts Office. 8.) Perform Marshal duties for the District IV Court of Appeals. 9.) Other duties as assigned.

QUALIFICATIONS:

Required: 1.) High School diploma or GED or equivalent. 2.) Good knowledge of the operations of audio/visual equipment. 3.) Good knowledge of standard office productivity tools such as word processing, spreadsheet and e-mail applications. 4.) Skill in written and oral communications with the public, elected officials, and court staff. 5.) Ability to use appropriate discretion in dealing with confidential/sensitive communications and situations. 6.) Ability to be detail-oriented and highly organized. 7.) Experience with Windows and Microsoft Suite. 8.) Experience with the handling and organizing of confidential information. 9.) Experience in customer service or public communications.

Preferred: 1.) Experience, training or working knowledge in criminal justice, law enforcement practices or security.

SPECIAL REQUIREMENTS:

1.) Employment will require a criminal background check. 2.) The Wisconsin Court System does not sponsor work visas. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States, and to complete the required employment eligibility form upon hire.

TO APPLY:

Please submit a cover letter and resume in a **single .pdf document** indicating the position **#24-2433 – Deputy Marshal** to human.resources@wicourts.gov. All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Please indicate the times of the day you are available to work. Failure to follow these procedures may result in your disqualification.

DEADLINE:

In order to be assured consideration, applications must be received by 11:59 PM on July 14, 2024. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at www.wicourts.gov.

Upon request, all prospective employees can obtain a copy of the Equal Employment Opportunity Utilization Report.

EQUAL OPPORTUNITY and E-VERIFY EMPLOYER