



# Wisconsin Court System

## Marshal

### Director of State Courts Office

The Wisconsin Court System is seeking qualified candidates for a full-time Marshal. Under the general supervision of the Director of State Courts and the Office of Justices, the Marshal is a non-sworn position responsible for 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. The Marshal is also the chief contact regarding safety and security matters of the Court System. They also coordinate all official events for the Supreme Court including oral arguments and conferences, state bar admission ceremonies, Court With Class, Justice on Wheels and other events as assigned. The 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:** \$51,035 - \$61,752 annually with a State of Wisconsin benefits package.

#### RESPONSIBILITIES:

1.) Coordinate with all Chambers and the Director of State Courts to ensure safe, secure, and sound administration of the proceedings and operation of the Supreme Court. 2.) Maintain secure access for staff, participants, and visitors to Hearing Room and Chambers. 3.) Manage hearing room audio, argument time-clock and signaling devices. 4.) Work collaboratively with law enforcement, and any on-site security personnel, to provide advance security services and threat vulnerability assessments for justices at official events, provide protective details and assist with personal security for justices of the Supreme Court, and provide individual security-related functions while justices attend official events, including during evenings and weekends. 5.) Perform administrative tasks in support of the Supreme Court. 6.) Assist in the provision of threat assessment to situations and circumstances that may arise or are anticipated. 7.) Assist in conducting security audits of Hearing Room, Chambers and Court common areas. 8.) Provide assistance to the Capitol Police as requested and appropriate to maintain the security of the Capitol Building. 9.) Serve as liaison with the Capitol Police and other law enforcement agencies and jurisdictions as necessary for safe and secure proceedings.

#### QUALIFICATIONS:

**Required:** 1.) High School diploma, GED or equivalent. 2.) Ability to implement security protocols, procedures and guidelines approved by the Court and the Capitol Police. 3.) Skill in written and oral communications with the public, elected officials, and court staff. 4.) Good knowledge of, and ability to operate, audio/visual equipment. 5.) Good knowledge of standard office productivity tools such as word processing, spreadsheet and e-mail applications. 6.) Ability to be detail-oriented and highly organized. 7.) Experience with the handling and organizing of confidential information. 8.) Experience in the use of Microsoft Office Suite (i.e. Word, Outlook, and Excel). 9.) Experience in customer service or public communications. 10.) Ability to work independently.

**Preferred:** 1.) Experience in events and conference management and logistics. 2.) Experience, training or working knowledge of 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 **#24-2434 – Marshal** to [human.resources@wicourts.gov](mailto: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](http://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**