



City of Boulder City
401 California Avenue
Boulder City, Nevada 89005
www.bcnv.org/careers
personnel@bcnv.org
(702) 293-9203

**CITY OF BOULDER CITY, NEVADA
IS SEEKING A HIGHLY QUALIFIED
PART TIME
MUNICIPAL COURT MARSHAL**

OPEN UNTIL FILLED

Hourly Wage Range: \$15.77

The City of Boulder City, Nevada is seeking a highly qualified **Part Time Municipal Court Marshal**. Positions in this class perform work of routine difficulty maintaining the security of the Boulder City Municipal Court; apprehend arrest and maintain custody of offenders and individuals sought on arrest warrants and other court orders issued by the Municipal Court judges, which often involve house searches and defendants with lengthy criminal records, including felonies; compiles information concerning the identification, background, and location of individuals to be served and serves documents issued by the court; and performs related duties as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of rules, regulations, policies, and procedures of the Municipal Court; security methods and techniques; NRS related to powers of arrest and performance of courtroom duties.
- Some knowledge of criminal justice; and organization and function of City departments.
- Thorough knowledge of first aid and CPR procedures
- Ability to understand and follow verbal and written directions; work independently under minimal supervision and exercise discretion and sound judgment in carrying out security duties; communicate

effectively verbally and in writing; use tact and diplomacy when dealing with persons who are upset or hostile; and establish and maintain effective working relationships with those contacted in the course of work .

- Skill in using a handgun or other weapons approved by the Boulder City Municipal Court, metal detectors, radios, personal computers, facsimiles, copy machines, and telephones.
- Willingness to carry a handgun and wear a uniform approved by the Municipal Court.
- Communicate clearly and concisely both verbally (in person and over the phone) and in writing.
- Work with sensitive data and preserve confidentiality.
- Work effectively with members of the public who may be upset and uncooperative.
- Some knowledge of alternative sentencing and specialty Court programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school, or equivalent. Valid Category I or Category II Nevada Peace Officer Standards and Training (P.O.S.T.) Certification. Bilingual proficiency highly desirable. Character above reproach.

SPECIAL REQUIREMENTS: Appropriate Nevada Motor Vehicle Operator's License at time of appointment and maintains a satisfactory driving record. Must be a U.S. citizen and be at least 21 years of age at time of appointment. First Aid/CPR certification required. Must remain Nevada Category II or higher POST certified throughout incumbency. Must qualify with a firearm every six-months.

PHYSICAL EFFORT: Vision sufficient to observe persons entering the Municipal Court; read court orders, rules, regulations, policies, procedures, reports, and other related materials, operate vehicles, qualify with weapons, and identify suspects and pertinent aspects of Municipal Court situations; hearing sufficient to hear electronic monitors, court proceedings, and conversations in person and over the telephone; dexterity sufficient to operate vehicles, office equipment, and duty weapon; mobility to move quickly as necessary to respond to emergency and potentially violent situations; strength sufficient to subdue combatant individuals; endurance sufficient to maintain vigilance over long periods of time in court or while operating scanning equipment.

The most highly qualified applicants will be contacted (via e-mail or phone) and asked to continue in the recruitment process. Dates and times to be determined.

To be considered, a completed City of Boulder City application must be received in the Personnel Department. Applications may be obtained from the Personnel Department, City Hall, 401 California Avenue, Boulder City, NV, Monday through Thursday, 7:00 a.m. to 6:00 p.m. or on-line at www.bcnv.org. Resume in lieu of application will not be accepted. For further information, visit our website at www.bcnv.org/careers or call (702) 293-9203 between 7:30 a.m. and 6:00 p.m., Monday through Thursday.

Appointment subject to successful completion of an extensive background investigation and City-paid pre-employment, post-offer medical examination and drug-test. If you wish to identify yourself as an individual with a disability and will be requesting an accommodation, that request must be made to the Personnel Department.

EQUAL OPPORTUNITY EMPLOYER

“CLEAN GREEN BOULDER CITY”