

April 29, 2024

**JOB VACANCY ANNOUNCEMENT
Fifth District Appellate Court
Mt Vernon, Illinois**

Applicant may be required to submit additional material or complete job specific tests for the position.

POSITION:	Supreme Court Marshal 1
DIVISION:	Supreme Court Marshal's Office – Fifth District
SALARY:	\$61,132 per year, commensurate with experience
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Marshal

ESSENTIAL DUTIES: The Supreme Court Marshal 1 provides physical and personal security and safety protection for the Supreme and Appellate Courts, Justices, staff, and general public, ensuring a safe and secure environment for court proceedings. This position is a sworn law enforcement officer under the direct authority of the Supreme Court of Illinois, Office of the Marshal, and is assigned to protect the Supreme and Appellate Courts. This position is responsible for the physical security and safety of the Court, employees, and the general public. Additionally, the Supreme Court Marshal 1 conducts risk and threat assessments for the Court and judiciary throughout the State of Illinois and provides required training for all Supreme Court Marshals.

FUNCTIONS INCLUDE:

- Conducting physical security and safety operations at the Supreme and Appellate Court buildings, and other locations as necessary.
- Working non-operational hours of the Court and being available 24 hours a day 7 days a week, including but not limited to weekends, holidays, and nights during Court Terms.
- Maintaining on-call availability for security and safety emergencies.
- Responsible for the information management of the Court Security Information System (CSIS), reporting potential threat activities, behavior and relevant identification of potential risks that may affect the Court and judiciary.
- Conducting risk/threat assessments, reviewing documents, and analyzing information relevant to the identification of threatening behavior and patterns of risk.
- Maintaining networking of information sharing and collection initiatives relevant to the mission of the office within the Illinois judicial, law enforcement, and criminal justice communities.
- Monitoring individuals through physical security and electronic monitoring and scanning systems.
- Examining daily operation and management schedules of contracted security services.
- Aiding first responders in emergencies and evacuations in compliance with state and federal regulations.
- Conducting background checks/investigations, security surveys and provides security recommendations for improvements at Justices' offices, Appellate and Circuit Courts.
- Performing executive protection duty assignments for Justices, with responsibility for the personal protection, scheduling, transportation, assessment of risk information, and other security and safety-related functions as required.

- Providing education and training programs for the Judiciary, Marshals and Administrative Office of the Illinois Courts Staffs.
- Performing other duties as assigned.

EDUCATION/EXPERIENCE: Completion of a High School Diploma or General Equivalency Diploma; or an equivalent combination of education and experience enough to successfully perform the essential duties of the job such as those listed.

REQUIREMENTS:

- Must be qualified to carry a firearm during employment and successfully complete all required training.
- Extensive law enforcement experience and training certified by established requirements of the Illinois Law Enforcement Standards and Training Board, or the equivalent requirements of another state or entity, where reciprocity with the Illinois Law Enforcement Standards and Training Board exists. A minimum of a two-year degree from an accredited college or university is highly preferred.
- Be a certified law enforcement officer in good standing with the State of Illinois.
- Successful completion of required training and probation protocols established by the Supreme Court Marshal and the Illinois Law Enforcement Training and Standards Board.
- Ability to be available on-call and work 24 hours a day 7 days a week; including but not limited to weekends, holidays, and nights during the Court Terms of the Supreme Court, as well as occasional travel which may include overnight stays.
- Maintain proficiency with all weapons, first-aid equipment, tactics, skills and any electronic communication equipment that is applicable and maintain an up to date knowledge of federal and state statutes and court cases.
- Carry a firearm in the performance of duties and maintain current required training qualification standards established by the Marshal.
- Operate and maintain assigned vehicles, weapons, and equipment.
- Effectively exhibits the ability to recognize and maintain important, sensitive, and confidential information related to Court business.
- Effectively and accurately document enforcement activities in handwritten and/or computer-generated reports.
- Perform basic computer skills, sending and receiving electronic mail.
- Requires the ability to sit, stand and walk, occasionally up to seven and a half hours.
- Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.
- Successful completion of a personal background investigation.

Interested individuals should submit - via email - a letter of interest, resume, and completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, May 17, 2024, will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER