



Second District Court of Appeal

Job Opportunity Bulletin

Deputy Marshal
September 14, 2018

POSITION TITLE:	Deputy Marshal Supervisor - District Court
POSITION NUMBER:	22008062
ANNUAL SALARY:	\$40,763.96 - \$86,419.60
LOCATION:	Tampa. Occasional travel to Lakeland as necessary to provide operational, administrative and security support.
EDUCATION:	Bachelor's degree from an accredited four year college or university in business management or administration, or related field. Additional relevant experience may substitute for education on a year-for-year basis. Four years of progressively responsible administrative experience, two of which were in a supervisory capacity. Must have current State of Florida law enforcement certification.
KNOWLEDGE, SKILLS, & ABILITIES:	The essential function of the position is to assist the marshal with all security operations and emergency planning. This is a highly responsible position establishing and implementing security policies as well as providing the related operational support and administrative services. The position requires initiative, concentration, strong organizational skills, careful attention to detail and the ability to creatively adjust to a variety of changing workflow demands. Professional verbal and written communications skills are essential. Duties include operation of computerized security systems for card access, CCTV, and metal detection and administering the off duty contracts. Demonstrated ability to effectively communicate in writing and proficiency with computer applications and peripherals are essential. This position works independently, reporting major activities through periodic meetings with the marshal.
HOW TO APPLY:	Submit a cover letter, resume, verification of required education and a current State of Florida application by e-mail to 2DCA_HR@flcourts.org . Please note "Deputy Marshal" in the subject line of your e-mail.

Equal Opportunity Employer: We do not discriminate on the basis of race, religion, color, sex, age, genetic information, national origin, or disability.
Florida Relay Service (Voice) 800-955-8770, (TDD) 800-955-8771.