



Supreme Court Marshal Wisconsin Court System

The Wisconsin Supreme Court and the Director of State Courts is seeking candidates for Supreme Court Marshal. This highly important position is 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 initial contact regarding safety and security matters of the Court System. In addition, the Marshal secures files, records, and exhibits, ensures the integrity of incoming mail/records; oversees the disposal of confidential materials; and coordinating access to the court. The Marshal also is responsible for retrieving and preparing outgoing mail, sorting and delivering briefs to justices, ordering supplies and/or maintenance requests, and arranging with the Purchasing and Facilities Officer for the procurement of larger-scale purchases. A complete job description is available upon request.

LOCATION: Madison, WI with occasional statewide travel required.

SALARY: Starting salary will be \$50,034 to \$59,560 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.) Perform administrative tasks in support of the Supreme Court. 3.) Assist in the provision of threat assessment to situations and circumstances that may arise or are anticipated 4.) Assist in establishing personal security protocols for high profile Supreme Court events, as well as continuity of court operations. 5.) Coordinate and oversee use of court facilities and the hearing room

QUALIFICATIONS:

Required: 1.) Experience in events and conference management and logistics. 2.) Experience with the handling and organizing of confidential information. 3.) Experience in the use of Microsoft Office Suite 4.) Experience in customer service or public communications. 5.) Good knowledge of the operations of audio/visual equipment 6.) Working knowledge of security and law enforcement practices 6.) High School Diploma or GED equivalent.

Preferred: Experience or training in criminal justice, law enforcement or security.

SPECIAL REQUIREMENTS:

1) Employment will require a criminal and fiduciary background check. 2.) Must meet the minimum standards for driving a state vehicle.

TO APPLY:

Please submit a cover letter and resume in a single .pdf document indicating the position **#23-2365 – Supreme Court 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. 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 December 10, 2023. 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.

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