

# **RECRUITMENT ANNOUNCEMENT**

## **Deputy Court Marshal**

**\$29,375 ANNUALLY/COUNTY BENEFITS PACKAGE**

(Full-time. 8:00 a.m.– 5:00 p.m. but may vary depending on assignment)

**APPLICATIONS WILL BE ACCEPTED IN THE BERKELEY COUNTY COUNCIL OFFICE UNTIL ALL POSITIONS ARE FILLED.**

### **KIND OF WORK:**

Provides various security duties within the Berkeley County Judicial Center or other locations as assigned. Direction may be provided by the Chief Court Marshal or other ranking Court Marshal official.

### **EXAMPLES OF WORK:**

- Greets and assists visitors to the Berkeley County Judicial Center.
- Provides court security which includes controlled building access, secure building perimeters and staffing designated screening points.
- Checks all litigants, visitors and witnesses when entering court house by scanning and searching personal belongings.
- Secures building exterior areas by checking for suspicious packages, etc.
- Provides security to the assigned Judge or Magistrate.
- Assure that inmate security is maintained.
- Maintains courtroom order.
- Serves necessary court papers.
- Performs any other miscellaneous related duties as directed.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Any combination of education and experience equivalent to graduation from high school and considerable law enforcement/security experience.
- Ability to stand for prolonged periods of time.
- Excellent verbal and written communications skills.
- Ability to answer inquiries and assist the general public in a courteous manner.
- Ability to understand and follow complex oral and written instructions.
- Ability to establish and maintain effective working relationships with associates and the general public.

### **EXAMINATION PROCEDURE:**

- An evaluation of training and experience
- One or more interviews
- Employment related reference checks
- Background investigation
- Pre-employment physical to include drug screen (administered after offer of employment).

## **ADDITIONAL INFORMATION FOR APPLICANTS**

### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council Office, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination\*and
- o a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an “At-Will” employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee’s fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid two (2) times per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

(benefits are available only to full-time employees)

- o Regular full-time employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is available to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, vision, dental, and prescription drug coverage. The County may pay up to 100% of the employee costs and the employee pays for any dependent coverage elected.
- o A deferred compensation program is available.
- o Direct deposit is mandatory and may be made to any banking institution designated by the employee.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**