



## SUPREME COURT OF ALABAMA

SARAH H. STEWART, CHIEF JUSTICE  
KELLI WISE  
WILLIAM B. SELLERS  
JAMES L. MITCHELL  
J. CHRIS MCCOOL

HEFLIN-TORBERT JUDICIAL BUILDING  
300 Dexter Avenue  
Montgomery, Alabama 36104-3741  
(334) 229-0700

GREG SHAW  
TOMMY ELIAS BRYAN  
BRADY E. MENDHEIM JR.  
GREG COOK

**April 7, 2025**

### **JOB ANNOUNCEMENT**

#### **PART-TIME DEPUTY MARSHAL/ALABAMA JUDICIAL BUILDING (07536)**

**LOCATION: ALABAMA SUPREME COURT, MONTGOMERY, AL**

#### **GENERAL**

The Supreme Court of Alabama is accepting applications from qualified individuals to fill a vacancy in the class of Deputy Marshal/Alabama Judicial Building. **Applications will be accepted until close of business on May 2, 2025.**

NOTE: This is a confidential (at will) position and the employee will be exempt from merit system rules and regulations relating to appointment, tenure, and appeal.

#### **WORK SETTING**

This is highly responsible professional work assisting the Marshal of the Alabama Appellate Courts in the performance of his or her duties by providing law enforcement protection of the justices and judges of the Alabama Appellate Courts and by providing law enforcement protection for the Heflin-Torbert Judicial Building. Employees in this class are responsible for general building security, preparation of the courtroom for court sessions, and enforcing security and good order in the courtrooms. Routine work includes operation of electronic surveillance and screening building visitors using metal detection devices and baggage x-ray equipment. Work includes contact with the public under conditions requiring the use of tact and initiative. Work also includes occasional judicial mailroom responsibilities. Employees work under the supervision of the Marshal of the Appellate Courts. Overnight travel may be required.

**TYPICAL DUTIES** (Any one position may not include all of the duties listed, nor do the examples cover all the duties which may be performed.)

- Operate the Marshal's station and screens visitors and their belongings through both a metal detector and baggage x-ray equipment, as appropriate.

- Maintain a log of visitors to the building.
- Prepare the courtroom for each session of court.
- Provide executive protection for appellate court judges.
- Maintain a security watch on visitors and make periodic security checks in and around the Judicial Building.
- Prepare and maintain security for out-of-town court sessions.
- Assist visitors and/or other state employees by giving directions to the different offices located in the Judicial Building.
- Monitor the parking deck during the hours of arrival and departure of judicial employees.
- Serve subpoenas and other court related documents.
- Screen incoming mail for the Judicial Building.
- May be required to work an extended and/or altered schedule to include working some evenings and weekend hours.
- Perform related work as required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Some knowledge of court policy and procedures.
- Thorough knowledge of the law, rules, and regulations pertaining to arrest, search, and seizure.
- Ability to be trained in the proficient operation of radio-telephone equipment, metal detector and baggage x-ray equipment, and the administration of first aid.
- Ability to deal with enforcement problems with firmness, fairness, and tact.
- Ability to deal firmly but courteously with the general public.
- Ability to understand and carry out oral and written directives.
- Ability to prepare clearly written reports and present them orally.
- Ability to establish and maintain effective working relationships with associates, superiors, and the general public.

### **MINIMUM QUALIFICATIONS**

Graduation from a standard high school or possession of a GED certificate. Five years of law enforcement experience with either a municipal, county, state, or federal law enforcement agency. Good physical condition, strength, agility, maneuverability, and ability to effectively observe and communicate. Possession of a valid Alabama driver license.

### **SPECIAL REQUIREMENTS**

Completion of the Alabama Peace Officers Standards and Training Commission with current certification as an Alabama law enforcement officer or peace officer.

**SALARY**

Hourly rate range of \$21.90 – \$29.36 depending on law-enforcement experience; for this part-time position, a minimum of 10 hours/week is required, but no more than 58 hours/pay period is allowed.

**HOW TO APPLY**

Qualified individuals should submit a letter of interest and resume with references to [SupremeCourtHR@alappeals.gov](mailto:SupremeCourtHR@alappeals.gov). Selected applicants will be scheduled for interviews. Deadlines to receive applications is close of business on May 2, 2025.

**AN EQUAL OPPORTUNITY EMPLOYER**