



Clark County

DISTRICT COURT - COURT SECURITY ADMINISTRATOR (LIEUTENANT MARSHAL)

SALARY	\$38.23 - \$56.51 Hourly	LOCATION	Clark County - Las Vegas, NV
JOB TYPE	PERMANENT	JOB NUMBER	30032C
DEPARTMENT	District Court	OPENING DATE	08/26/2025
CLOSING DATE	9/9/2025 5:01 PM Pacific		

ABOUT THE POSITION

The Eighth Judicial District Court is seeking qualified candidates to apply for the **Court Security Administrator (Lieutenant Marshal)** position. This recruitment is open to candidates who possess a NV P.O.S.T. Category II certification or higher and are seeking a long-term career with the District Court as Law enforcement professionals.

The Court Security Administrator (Lieutenant Marshal) provides oversight for the Marshals Division staff responsible for law enforcement duties related to all public safety matters concerning court operations, court facilities, and the protection of the judiciary, and all court occupants. The Administrator shall serve as the Emergency Manager for all emergency situations at the Regional Justice Center (RJC), Family Court, and other Court facilities. This position governs the activities and operations of District Court Marshal sworn and non-sworn staff responsible for the security, safety, and enforcement services of the Courts. The Administrator manages a comprehensive public safety security program to ensure that District Court and RJC security comply with federal, state, and local regulations, policies, and procedures.

Responsibilities include maintaining the RJC security and emergency plan; supervising District Court security staff; protecting and supporting District Court and related criminal justice systems within the RJC; and ensuring all District Court Deputy Marshals (Bailiffs) maintain their Nevada Peace Officer Standards and Training (P.O.S.T.) certifications. This position receives general direction from the District Court Chief Marshal and/or Court Executive Officer. It exercises direct supervision over a medium to Large-sized staff of District Court Deputy Marshals and private security personnel engaged in the protection of the public and personnel and will supervise all Courts' security personnel in the event of an emergency on County property.

This role requires knowledge of the operational characteristics, services, and activities of a Court security program; principles and practices of the criminal justice system, security, and Law enforcement duties; laws of arrest, use of force, active assailant response, management of critical incidents, modern investigative methods including interviewing and interrogation techniques; use of firearms and other modern Law enforcement equipment; principles and practices of public facility operational security; principles and practices of technical writing; administrative principles and practices, including goal setting, program development, implementation and evaluation, principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training/certification, and discipline; principles and practices of developing teams, motivating employees, and managing in a team environment; applicable federal, state, and Local Laws, codes, and regulations; computer applications related

to the work; modern office procedures; record-keeping principles and practices; and techniques for dealing with a variety of individuals at all Levels of responsibility, in person and over the telephone.

THIS IS A COUNTYWIDE RECRUITMENT OPPORTUNITY AND IS OPEN ONLY TO FULL-TIME PERMANENT EMPLOYEES OF CLARK COUNTY WHO HAVE SUCCESSFULLY COMPLETED THEIR PROBATIONARY PERIOD.

This examination will establish a Countywide Eligibility list to fill current and/or future vacancies that may occur within the next six (6) months or may be extended as needed by Human Resources.

District Court Human Resources reserves the right to call only the most qualified applicants to the selection process.

Some positions may be used to fill term Limited-Permanent positions. The selected candidates will be hired for a special project or duties of a limited duration and be required to sign a term of employment letter specifying condition and exact dates of employment. The successful selected candidates will be eligible for benefits during the duration of employment.

This position is a non-union position and excluded from membership in the union.

PLEASE NOTE: Nevada Commission on Peace Officer Standards and Training (P.O.S.T.) Certification-A valid copy of a Peace Officer Standards and Training (P.O.S.T.) Category II or higher (or equivalent) certification is required at time of application. Applications submitted without valid P.O.S.T. Category II or higher (or equivalent) certification will be considered incomplete.

MINIMUM REQUIREMENTS

Education and Experience: Equivalent to a Bachelor's Degree in law enforcement, business or public administration, or a field related to the work, and three (3) years of full-time administrative experience in law enforcement, including two (2) years of supervisory responsibility. Professional level experience and/or education that has provided the skills and knowledge necessary to perform all job functions at this level may be substituted on a year-for-year basis.

Working Conditions: Carry a firearm.

Wear a uniform as specified.

Attend meetings outside of normal working hours.

May work extended shifts or be called back in emergency situations.

License and Certification: Must qualify with a firearm every six months. Must possess a valid Nevada Class C driver's license at time of appointment. Must possess a Nevada P.O.S.T. certificate, Category II, or higher. Possess or obtain CPR and first-aid certification within one year of the date of appointment.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Citizenship: Candidates must be legally authorized to work in the United States. **Please note,** Clark County does not provide H1B visa sponsorships or transfers for any employment positions.

Medical Examination: Employment is contingent upon the results of a physical examination performed by our examining physician.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-employment drug examination.

EXAMPLES OF DUTIES

- Plans, organizes, supervises, reviews, and evaluates the work of all District Court security related staff. Recommends selection of staff; trains staff, provides for their professional development; oversees P.O.S.T. certification requirements and administers discipline as required.
- Monitors regulations, policies, and procedures regarding security of the judges, court property, personnel, visitors, and prisoners at the security gate and common areas of the facility.
- Serves as the Emergency Manager; activates emergency plan and notifies personnel of all emergency actions.
- Supervises all reported security-related incidents involving District Court staff and common areas of RJC and other Court facilities.
- Establishes schedules and methods for providing security; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
- Plans, makes recommendations, organizes, develops, implements, modifies, and reviews changes for the RJC and department's Security Program and associated policies and procedures as required, ensuring compliance with federal, state and local regulations, policies and procedures.
- Administers procedures for the use of the Las Vegas Metropolitan Police Department's Shared Computer Operation for Protection in Enforcement system (SCOPE), National Crime Information Center system (NCIC), and the Criminal Justice Information System (CJIS).
- Provides staff to assist transportation officers with moving "in custodies" to and from the courtroom, holding cells, and vehicles, as necessary.
- Directs the activities of and establishes procedures for scanning equipment, books, card access badge system (ULTRAK) and badge enrollment procedures and evaluates their effect upon operations.
- Participates in meetings with management staff and RJC Security Committee regarding all security activities.
- Conducts analytical studies; develops and reviews reports of findings, alternatives, and recommendations; directs the maintenance of accurate records and files.
- Performs technical writing in the development and updating of various plans, manuals, policies, and procedures.
- Stays abreast of new trends and innovations in security measures, technologies and techniques.
- Contributes to the overall quality of the court's service provision by developing and coordinating work teams and by reviewing, recommending, and implementing improved policies and procedures.
- Uses standard office equipment, including a computer, in the course of the work.
- Drives a motor vehicle or arranges for appropriate transportation in order to attend off-site meetings and inspect property sites.

PHYSICAL DEMANDS

Maintain physical condition to perform essential duties as specified by P.O.S.T. certification; strength to effectively subdue and/or remove persons in difficult or emergency situations and perform life-saving and rescue procedures. Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Employer

Clark County

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Phone

(702)455-4565

Website

<http://www.clarkcountynv.gov>