

Deputy City Marshal

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Reports to: City Marshal  
Position Control No.: 3555

Department: Marshal's Office  
 Exempt  Non-Exempt  
 Full Time  Part-Time  Seasonal

Department Head Approval:

*Jammy Odum, CCM*

Date: October 4, 2021

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**JOB SUMMARY:**

Executes warrants of arrest, subpoenas, legal process issuing out of the Municipal Court and performs code enforcement duties at the direction of the City Marshal.

**ESSENTIAL FUNCTIONS:**

1. Arrests persons with outstanding warrants.
2. Researches names, addresses and places of work for wanted persons to locate them for arrest.
3. Assists with court operations as needed (act as bailiff, etc.)
4. Files arrest, incident and other reports as required.
5. Remains current with all training and licenses required by the State or City for the position.
6. Become familiar with and serves civil process as required by Municipal Court.
7. Uses problem solving skills, creativity, and innovative approaches to identify concerns, present options for courses of action, identify resources, plan for implementation of desired changes and evaluate success.
8. Coordinates information and resources among other department employees, public and private agencies and citizens regarding problems and solutions.
9. Demonstrates and maintain the ability to communicate effectively, both orally and in writing.
10. Demonstrates and maintains the ability to analyze situations and adopt a quick, effective and reasonable course of action. This includes the ability to remain calm, composed, undistracted and in full control of cognitive abilities while functioning appropriately in hostile, dangerous or fearful situations that require force, up to and including deadly force.
11. Maintains rational, cognitive decision-making abilities and self-control in situations or environments that may be personally offensive or which involve considerable stress, danger, personal risk, violence or hostility. This includes the ability to exercise restraint when verbally or physically provoked.
12. Demonstrates and maintains the ability to lift, drag, push or pull people or objects, and the ability to use restraining devices and hands/feet for self-defense.
13. Maintains state required proficiency with a firearm and all other T.C.O.L.E. mandated annual training.
14. Demonstrates and maintains the ability to walk, run, jump or dodge obstacles, climb stairs, fences and ladders in pursuit of fleeing suspects.
15. Conducts him/herself in accordance with high ethical standards, both on and off duty.
16. Maintains an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.

17. Efficiently manages work time to accomplish assigned goals.
18. Performs other related duties as directed by the Chief Administrator.
19. Prepares statistical reports as required by the Chief Administrator.
20. Performs Code Enforcement duties as assigned by the Chief Administrator.
21. Provides security to ensure the safety of city employees, citizens, and visitors to City Hall.

**QUALIFICATIONS:**

1. Must be a US Citizen.
2. Must be a licensed peace officer in the State of Texas and hold a Master or Advanced Peace officer proficiency certification or any equivalent combination of training, education, and experience which provides the required knowledge, skills, and abilities necessary.
3. Must be current with all state required training.
4. Must have high school diploma or GED.
5. No pending disciplinary actions or open investigations.
6. Must have never have been convicted OR have been on court-related community supervision or probation for any offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
7. Must have never have been convicted of or given deferred judgment for any family violence offense.
8. Must have a valid and current Class "C" driver's license.
9. Must be able to pass physical, literacy and psychological examinations.
10. Must be able to work efficiently in the field without direct supervision.
11. Vision must be at least 20/100 in each eye correctable to 20/20. Normal color and peripheral vision.
12. Must be able to successfully pass a hearing test.
13. If applicant has military service, discharge must be listed as honorable.

**PHYSICAL REQUIREMENTS:**

1. Must be able to lift, drag, push, pull or carry people or objects in excess of 200 pounds.
2. Must be able to walk, run, jump or dodge obstacles, climb stairs, fences and ladders in pursuit of fleeing suspects.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

**APPLICANT:** Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

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Signature

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Date