

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Senior Deputy City Marshal		
<b>Job Code:</b>	PS5171	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	511	<b>Date Reviewed:</b>	07/14/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Leads, oversees and participates in complex work of employees responsible for serving various arrest warrants and misdemeanor writs issued through the municipal court. Supervises and coordinates staff assigned to the Public safety and City Hall complex.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Leads, plans, trains and reviews the work of employees responsible for serving various arrest warrants and misdemeanor writs issued through the municipal court.
2. Trains assigned employees in assigned areas of work including City marshaling methods, procedures and techniques.
3. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures. Works with employees on the continuous improvement of city services.
4. Oversees public safety and security of access control points located at City of Fort Worth downtown courts, campuses and southwest court facilities. Provides a safe and secure environment for Southwest Municipal Court Building, City Water Department and Teen Court.
5. Supervises the use, care and operation of law enforcement equipment including firearms.
6. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
7. Contacts citizens with outstanding warrants and informs violators of past due citations. Arrests violators according to established procedures.
8. Locates wanted persons utilizing various computers, associated software, directories, law enforcement agencies and business establishments.
9. Investigates and detains persons suspected of violating court orders.
10. Prepares various reports regarding operations and activities including incident and arrest reports.

11. Responds to public inquiries in a courteous manner. Provides information within the area of assignment. Resolves complaints in an efficient and timely manner.
12. Ensures adherence to safe work practices and procedures.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Operations, services and activities of a city marshal program.
  - Principles of lead supervision and training.
  - Methods and techniques used to arrest persons suspected of criminal activity.
  - Principles and practices of research and investigation.
  - Methods and techniques used to enforce applicable City, State and Federal ordinances.
  - Operational characteristics and safe usage of firearms.
  - Occupational hazards and standard safety practices.
  - Principles of business letter writing and basic report preparation.
  - Pertinent Federal, State and local codes, laws and regulations.
- **Skill in:**
  - Making sound decisions and using good judgment.
  - Prioritizing work activities.
  - Operating assigned equipment.
  - Making observations.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Lead, organize and review the work of employees.
  - Independently perform the most difficult city marshaling duties.
  - Interpret, explain and enforce department policies and procedures.
  - Enforce all City, State and Federal laws, codes and ordinances.
  - Arrest persons suspected of criminal activity according to established procedures.
  - Perform various research and investigative duties.
  - Respond to requests and inquiries from the general public.
  - Prepare clear and concise reports.
  - Work independently in the absence of supervision.
  - Understand and follow oral and written instructions.
  - Establish and maintain effective working relationships .

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and 30 semester college hours of college level course work in Criminal Justice, Public Administration or a related field and four years experience in a law enforcement related field, or security of governmental buildings/structures, or active duty military police experience, including one year of administrative or lead supervisory responsibilities.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Valid Intermediate Certificate from the Texas Commission on Law Enforcement Officer's Standards and Education within six months of hire.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.