

# City of Fort Worth, Texas Job Description

<b>Classification Title:</b>	Deputy City Marshal Trainee		
<b>Job Code:</b>	PS5400	<b>Job Family:</b>	Public Safety
<b>Pay Grade:</b>	506	<b>Date Reviewed:</b>	10/01/2024
<b>FLSA Status:</b>	Nonexempt	<b>Date Revised:</b>	

## GENERAL SUMMARY

Under close supervision, learn the necessary skills and knowledge required to become a Basic Peace Officer through the Texas Commission on Law Enforcement (TCOLE) Academy. Participates in entry-level work to become familiar with the Rules and Regulations of the Municipal Court Department Marshals Division, and perform related work as required.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the primary 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. Attends classes as directed or required.
2. Attends a Texas Commission on Law Enforcement (TCOLE) Academy under the rules and regulations established for such attendance by the Marshal Division and the TCOLE Academy.
3. Participates in exercises to develop law enforcement skills.
4. Performs physical skill exercises.
5. May be required to operate a motor vehicle.
6. Performs other related duties as required.
7. 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:**
  - Must be able to read and write in English.
- **Skill in:**
  - None Required.
- **Ability to:**
  - Understands and carries out oral and written instructions.
  - Prepares clear, concise, and comprehensive written and verbal reports.
  - Satisfactorily completes training in the Academy.

- Exercises good judgment.
- Establishes and maintains effective working relationships with administrative officials, fellow employees, and the general public.

## **MINIMUM JOB REQUIREMENTS**

At the time of application, an applicant must meet one of the following criteria:

1. Be a high school graduate; or
2. Have a high school equivalency certificate (GED); and
3. Must be able to speak, read, and write the English language.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Ability to obtain a Texas Basic Peace Officer's License within six (6) months.

## **SPECIAL REQUIREMENTS**

1. Must be age 21 and older.
2. Must be a United States Citizen.
3. Must pass a psychological examination and be declared in writing (by a licensed psychologist or psychiatrist to be in satisfactory psychological and emotional health for licensing as a peace officer.
4. The incumbent must pass all other minimum standards and particular requirements outlined in the Fort Worth Marshals Division hiring procedures.
5. Must pass the Criminal Justice Information Services (CJIS) background screening.

## **WORKING CONDITIONS**

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

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

## **PHYSICAL DEMANDS**

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