

# 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>	512	<b>Date Reviewed:</b>	07/14/2015
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	02/18/2025

### GENERAL SUMMARY

Oversees and assists with the complex work assignments including serving arrest warrants and misdemeanor writs issued by the Municipal Court. Supervises and coordinates with assigned staff to City Hall, Public Safety, Building Security, Lake Patrol, and Warrant sections.

### 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. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations; depending on assignment.
2. Supervises training and reviews work of 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.
4. Supervises security of access control points located at City of Fort Worth downtown courts, campuses and southwest court facilities.
5. Supervises the use, care, inventory, and operation of City equipment.
6. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
7. Assists the City Marshal and Chief Deputy City Marshal with the coordination in patrol of assigned areas or routes of Lake Worth, including city streets, parks and buildings; monitors various violations of City, Federal and State Laws and ordinances; responds to emergency calls for service; and takes appropriate action.
8. Participates and oversees the research and location of wanted persons utilizing various computers with associated software, directories, law enforcement agencies and business establishments.
9. Contacts citizens with outstanding warrants and informs them of outstanding cases. Arrests violators according to established procedures.

10. Investigates and detains persons suspected of violating court orders.
11. Prepares and approves complex reports regarding operations and activities including incident, arrest reports, and citations.
12. Responds to public inquiries in a courteous manner. Resolves complaints in an efficient and timely manner.
13. Ensures adherence to safe work practices and procedures.
14. Performs other related duties as required.
15. 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 the City and Municipal Courts.
  - Principles of leadership, supervision, and training methodologies.
  - 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 laws.
  - Operational characteristics and safe usage of firearms.
  - Occupational hazards and standard safety practices.
  - Principles of business letter writing, report preparation, and presentations.
  - Federal, State, and local codes, laws and regulations and enforcement techniques.
  - Transportation Code.
  - Code of Criminal Procedure.
- **Skill in:**
  - Making sound decisions and using good judgment.
  - Prioritizing work activities.
  - Operating assigned equipment.
  - Conflict management.
  - Interpersonal communication.
  - De-escalation.
  - Flexibility and adoptability.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Enforce all City, State and Federal laws, codes and ordinances.
  - Arrest persons suspected of criminal activity.
  - Serve as court bailiff in assigned courtrooms and perform related duties.
  - Ensure the safety and security of the Public Safety Building and City Hall.
  - Perform various research and investigative duties.
  - Transport prisoners to and from other jurisdictions.
  - Prepare clear and concise reports.
  - Respond to requests and inquiries from the general public.
  - Establish and maintain effective working relationships.
  - Work varying shifts and schedules.
  - Adapt to varying work environments and duties.

- Compromise and adapt.
- Work in teams and groups.
- Manage and track projects.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and 30 semester college hours of college and four years' experience in a law enforcement related field, or security of governmental buildings/structures, or applicable active duty military police experience.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Valid Intermediate Texas Commission on Law Enforcement Peace Officers license.

TCOLE Basic instructor Certification.

Marine Safety Enforcement Officer Certification.

## **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, swimming, 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.