



DATE	April 2013
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Chief Deputy Marshal
 DEPARTMENT/DIVISION: Municipal Court
 REPORTS TO: Court Administrator

SUMMARY: Supervise all other Deputy Marshals and Bailiffs. Responsible for Deputy Marshals and Bailiffs adherence to State educational requirements and coordination of training. Assist the Court Administrator with administrative reporting and management of the Marshals Office. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Investigates, locates, apprehends, documents, and arrests subjects throughout the County with outstanding warrants. Transports and books prisoners into jail.
- Processes overnight warrant arrests made by other law enforcement agencies for subjects with warrants issued by the City of Carrollton. Tracks subjects being held in other city, county, and state jails on behalf of the City. Transports prisoners from other law enforcement agency jails to the Carrollton jail.
- Provides security at the court, which includes: locking and unlocking the facility; handling disturbances at the Court Specialist window; making arrests in the lobby; serving as a presence as a law enforcement official in uniform for the purpose of deterring crime and/or other incidents; and/or, performing other related activities.
- Serves as a back-up to the Police Patrol Division with regard to warrants and/or other calls for assistance.
- Audits a variety of information to eliminate potential false arrests, which may include: daily confirmation paperwork, regional warrants, daily warrant recall lists, and/or other related items.
- Prepares proposals for new equipment. Solicits bids from vendors. Secures and maintains purchased equipment, including assigned City-owned vehicle.
- Provides administrative assistance at the Municipal Court, which may include: entering warrants into applicable database; filing; clearing warrants from regional database; stocking supplies; addressing unruly customers; and/or, performing other related activities.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervises Marshals Office (includes Bailiffs) staff to include: prioritizing and assigning work, conducting performance evaluations, ensuring staff are trained, ensuring that employees follow policies and

- Supervises the day-to-day operation of Marshals Office, which includes planning, developing, coordinating, administering and evaluating projects, processes, procedures, systems and standards and ensuring compliance with applicable Federal, State and Local laws, regulations, codes, and/or standards.
- Provides complex, specialized administrative support in processing timesheets, preparing personnel change forms, maintaining work schedules and lists.
- Coordinates assigned specialized programs in assigned area of responsibility.
- Participates in/on a variety of meetings, committees, and/or other related groups in order to receive and convey information.
- Supervises and participates in responding to complex requests for information and assistance, provides information regarding applicable rules, policies, and regulations, researches and resolves concerns and complaints from internal and external customers, refers inquiries as appropriate.
- Supervises and participates in the maintenance of appropriate inventory levels within assigned area of responsibility. Requisitions supplies to ensure availability in support of efficient departmental operations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of investigative procedures;
- Knowledge of applicable laws, rules, regulations, policies, and procedures;
- Knowledge of warrant requirements, processes, and procedures;
- Knowledge of safe work methods;
- Knowledge of courtroom security principles and practices;
- Skilled in apprehending and detaining individuals;
- Skilled in filing documents following prescribed procedures;
- Skilled in maintaining order and security in a courtroom setting;
- Skilled in mitigating hostile situations;
- Skilled in conducting negotiations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions in major areas where there is uncertainty in approach, methodology, and interpretation;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Some college coursework in criminal justice studies.
- Four years law enforcement experience.
- Requires Intermediate Peace Officer Certification issued by the State of Texas.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, stooping, kneeling, crouching, walking, talking, seeing, hearing, smelling, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters.
- Potential exposure to fumes and airborne particles, infectious diseases, criminal suspects, and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test
- Must pass criminal history check
- Must pass motor vehicle records check