

City of Fort Worth, Texas Job Description

Classification Title	Deputy City Marshal		
Job Code:	PS5050	Job Family:	Public Safety
Pay Grade	509	Date Reviewed:	06/21/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Serves arrest warrants and misdemeanor writs issued through the municipal court on an assigned shift. Performs various investigative work and serves as court bailiff in assigned court.

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. Locates and serves persons with arrest warrants and various misdemeanor writs issued by the municipal court and informs violator of past due citation. Arrests violator according to established procedures.
2. Enforces various traffic, water or boating ordinances; issues citations as required.
3. Researches location of wanted persons utilizing various computers, associated software, directories, law enforcement agencies and business establishments.
4. Detains and investigates persons suspected of violating certain court orders; obtains detailed information from suspect.
5. Serves as court bailiff in assigned court and perform related duties; Ensures the safety and security of the courtroom and trial participants at all times.
6. Escorts defendants, witnesses and the public to assigned areas during trials. Inspects packages entering courtroom for weapons or explosives and monitors persons entering court for possible possession of weapons.
7. Transports prisoners to and from surrounding jurisdictions; ensures proper restraint of prisoners during transportation.
8. Prepares various reports regarding operations and activities including incident and arrest reports.
9. Contacts citizen with warrant has been issued; informs violator of past due citation; arrests violator according to established procedures.
10. Patrols lake waters and lakes around Lake Worth.
11. Performs other duties as required.

12. 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:**
 - 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.
 - Water safety and boating regulations.
 - Operations and activities of a municipal court.
 - Methods and techniques used to ensure the safety and security of a municipal court.
 - Operational characteristics and safe usage of firearms.
 - Principles of business letter writing and basic report preparation.
 - Pertinent Federal, State and local codes, laws and regulations.
 - Jurisdiction operating procedures.
 - Transportation Code.
 - City Police Department Operating Procedures.
 - Firearms use and operation.
- **Skill in:**
 - Making sound decisions.
 - Prioritizing work activities.
 - Time management.
 - Operate water vessel.
- **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 according to established procedures.
 - Serve as court bailiff in assigned court and perform related duties.
 - Ensure the safety and security of a municipal court.
 - Perform various research and investigative duties.
 - Transport prisoners to and from surrounding jurisdictions.
 - Prepare clear and concise reports.
 - Respond to requests and inquiries from the general public.
 - Establish and maintain effective working relationships

MINIMUM JOB REQUIREMENTS

High school diploma/GED and two years of experience in a law enforcement related field, or security of governmental buildings/structures, or active duty military police experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Valid Texas Peace Officer's License.

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.