

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Deputy City Marshal I		
<b>Job Code:</b>	PS5290	<b>Job Family:</b>	Public Safety
<b>Pay Grade</b>	508	<b>Date Reviewed:</b>	10/21/2021
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	06/09/2023

### GENERAL SUMMARY

Under general supervision, assists with serving arrest warrants and misdemeanor writs issued through the municipal court on an assigned shift. Assists with and 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, misdemeanor writs issued by the municipal court, and informs violators of outstanding cases. Arrests violators according to established procedures.
2. Enforces various traffic laws.
3. Assists in the enforcement of water and boating ordinances.
4. Assist in researching the location of wanted persons utilizing various computer system, associated software, directories, and other law enforcement resources.
5. Detains and investigates persons suspected of violating court orders; obtains detailed information from suspects.
6. Serves as court bailiff in assigned courtrooms and performs related duties; ensures the safety and security of the courtroom and trial participants.
7. Escorts defendants and witnesses to assigned areas during trials. Conducts security screening of persons and their belonging entering the Public Safety Building and City Hall for prohibited items.
8. Transports prisoners to and from other jurisdictions and ensures proper restraint of prisoners during transportation.
9. Prepares various reports regarding operations and activities including incident, arrest reports, and citations.
10. Assists in patrolling Lake Worth, adjacent parks, and connected waterways.
11. Performs other duties as assigned.
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:**
  - City, County, and State jurisdictions.
  - Methods and techniques used to arrest persons suspected of criminal activity.
  - Principles of research and investigation.
  - Safety and security techniques.
  - Operational characteristics and safe usage of firearms.
  - Principles of business letter writing and basic report preparation.
  - Federal, State, and local codes, laws and regulations and enforcement techniques.
  - Transportation Code.
  - Code of Criminal Procedure.
- **Skill in:**
  - Decisions making.
  - Work prioritization.
  - Time management.
- **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.
  - 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.

## **MINIMUM JOB REQUIREMENTS**

High school diploma/GED and no experience required.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License

Possession of a Texas Commission on Law Enforcement (TCOLE) Certification at the time 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, 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.