



City of Irving Job Description

City Marshal

FLSA Status:	Non-Exempt	Job Department:	Municipal Court
Job Code:	M312	Reports To (Job Title):	Chief City Marshal

PURPOSE

To participate in a variety of duties for the Municipal Court, including basic law enforcement, bailiff, and security services; warrant operations; administrative support to all divisions of Municipal Court; and ensuring compliance to writs issued by the court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Participate in a variety of Bailiff duties to ensure the efficient operation of the courtroom; call court dockets and check in defendants, witnesses, and police officers; maintain order in the courtroom; coordinate closely with clerks, prosecutors, and Judges; manage the Jury Trial process, utilizing the JMS programming, make arrests for contempt of Court as directed.
- Maintain security of court building and courtroom, including opening in the morning and securing the facilities at the end of the business day. Operate all Court related security systems, including the x-ray machine and walk through metal detector at the entry-point, audio and video surveillance equipment deployed in the building, and monitor and maintain alarm systems installed at strategic locations in the building.
- Ensure public safety and security by acting as first responder in the court facility.
- Verify detained suspects against Municipal Court warrants; coordinate paperwork on arrests and transports with clerical personnel; assist in the processing of warrants and placing holds or processing releases on detained subjects.
- Conduct warrant investigations including locating defendants and serving warrants; contact defendants regarding court appearances, apprehend as necessary, and document all related activities on the Court computer and IPD system (CAD/TIBURON).
- Transport Irving prisoners being held by other agencies in the Metroplex and document all activities on the Court and IPD computer systems.
- Process and serve subpoenas, writs, and corporation and/or association cases.
- Coordinate law enforcement related activities with other divisions, departments, and law enforcement agencies throughout the State.
- Collect warrant fines and bonds and document activities on the Court computer system.
- Conduct investigations of insurance policies presented to the court.
- Perform related law enforcement and Court support duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Transport or escort cash receipts to City Hall or bank depositories.
- Transport sensitive and confidential documents and courtroom evidence as requested.
- Maintain assigned vehicle and equipment.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

Takes bonds and fine payments, in the field, for offenses filed at the Court.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to the completion of 12th grade plus some related college or advanced, TCOLE approved, law enforcement training.

EXPERIENCE

- One (1) year minimum recent experience as a marshal, warrant officer or patrol officer with a municipal court or police department, or equivalent experience with a sheriff's or constable's office.

CERTIFICATES, LICENSES, REGISTRATIONS

- Active, TCOLE Basic Peace Officer License.
- Must have a Court Security Officer TCOLE Certification, or obtain within one (1) year of hire.
- Certification for Firearms, Pepper Gas, ASP Baton.
- NIMS/FEMA Training for first responders/peace officers.
- TLETS Certification.
- Valid Texas driver's license.

KNOWLEDGE OF

- Computer Usage: Computer hardware and software applications.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- Government Policy: Policies, operations, and processes at the local, state, & federal levels.

- Law and Government: Laws, legal codes, court procedures, precedents, government regulations, and the democratic political process.
- Legal Research: Resources and techniques, including online databases.
- Municipal Court: Principles and processes involved in the administration and operation of a Municipal Court.
- Police Records Information Resources: Various repositories of information used in police records and related legal documents.
- General Law Enforcement Knowledge: Laws and guidelines related to public safety and use of force, including Texas penal codes, state traffic regulations, codes of criminal procedures, TCOLE and TLETS regulations.

SKILLS AND ABILITIES IN

- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Mechanical/Technical: Safely operating diverse equipment, including computers, weapons, radios, and security screening and surveillance equipment.
- Negotiation: Bringing others together and trying to reconcile differences.
- Public Speaking: Effectively orally communicating with an audience and giving direction in a wide range of circumstances.
- Social Perceptiveness: Recognizing the reactions of others and understanding them.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form
- Written Expression: Communicating information and ideas in writing so others will understand, as indicated by the needs of the audience. This includes routine reports and correspondence.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences, often in stressful situations.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.
- Oral Expression under Duress: Communicating information and ideas in speaking so others will understand, often in stressful situations.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

Daily contact with the public, including attorneys, defendants, wanted persons, and prisoners in the discharge of their law enforcement duties. Routine contacts with Court staff, Judges and Prosecutors assigned to the Court. Frequent contact with the IPD and law enforcement personnel from other agencies throughout the Metroplex. Frequent contacts with employees from other departments within the city.

EQUIPMENT AND PROPERTY

Operates all law enforcement related equipment including police patrol vehicles and transport vans. Lethal and non-lethal weapons. Police communication systems (radios and MDT's/CAD). Court and IPD computer systems (INCODE/TIBURON). Court security and surveillance systems. Responsible for the maintenance of all issued equipment, including uniforms.

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.*

The employee constantly is required to balance, carry, climb, drive a vehicle, grasp, handle, feel, reach, see, sit, stand, stoop, talk, walk, and/or use force in the apprehension of suspects. Frequently, s/he is required to pull or push. Occasionally, s/he is required to kneel, lift up to 50 pounds, and/or smell. S/he rarely is required to crawl and/or run. Specific vision abilities required by this job include close vision and distance vision. The physical ability to qualify with an approved firearm and in accordance with TCOLE standards.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to blood-borne pathogens, confining workspace, dirty environment, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, toxic or caustic materials, and potential violence and use of force by others. This job requires the employee to make decisions directly affecting the security and safety of the public and persons taken in to custody. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.