



## City of Irving Job Description

### Chief City Marshal

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Municipal Court
<b>Job Code:</b>	29221	<b>Reports To (Job Title):</b>	Court Services Director

---

#### PURPOSE

To coordinate, plan, oversee, and direct a wide variety of clerical and technical duties to support the overall court process and provide supervision for the City Marshals, clerks, and contract security personnel assigned to the Warrant Division of the Municipal Court. To provide managerial oversight, through Senior Court Clerks and directly to employees of the Court Services Divisions and act as chief safety and security officer for the court.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supervise and participate in the processing, issuance, tracking, and management of warrants and all related documents issued by the court.
- Direct, evaluate, coordinate & participate in all law enforcement activities of the City Marshals assigned to field operations, including use of force, warrant investigations, arrests, and prisoner transports.
- Direct, evaluate, and coordinate all Bailiff and security activities of the City Marshals assigned to court facility and docket support, including daily trial activities, dockets, special programs, and security screening operations.
- Ensure the development, procurement, deployment, and maintenance of court security systems, including surveillance equipment, alarm systems, metal detectors, and x-ray scanners.
- Serve as the Court Safety Officer and evaluates Court facilities, equipment, and operations to ensure compliance to City safety standards. Has primary responsibility for the development of COOP and Emergency Action Plans for the Court and serves as a staff member in the City's EOC and a first responder in the Court facility.
- Coordinate collection activities for the Court and deals directly with Court staff, private collection vendors, and other governmental entities in support of these activities.
- Assist in developing, planning, and implementing departmental goals and objectives; participate in the development of the strategic plan for the Court, and recommend and administer policies and procedures.
- Evaluate operations and activities of the City Marshals Office, recommend improvements and modifications, and prepare various reports on operations and activities including statistical reports.
- Provide administrative support to the Court Services Director, supervise and administer projects as assigned, and prepare and present reports and other necessary correspondence.
- Coordinate with the Director in preparing the Court budget and assists in its administration, prepare cost estimates for budget recommendations, submit justifications for budgeting, and monitor expenditures.
- Resolve operational problems and/or case specific issues referred by subordinate personnel, judges, prosecutors, defense attorneys, defendants, and other City departments.
- Serve as the Contract Manager for the Municipal Court.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Submit purchase requisitions for the Warrant Division, and develop contracts for review by the Purchasing Department and approval by the Director and City Council.
- Respond to and resolve difficult, sensitive citizen inquiries & complaints; assist complainant, defendants, and attorneys as necessary; advise the public on Municipal Court policies, procedures, and regulations.
- Direct training of new personnel and performs employee evaluations, including taking disciplinary action as necessary.
- Ensure that all law enforcement personnel are current in TCOLE/TLETS/NIMS certifications and job specific training.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 7-12 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

- Coordinates and prepares the Court budget of over 2.5 million, annually and assists in the daily administration, of the adopted budget.
- Prepares Bids/RFP's for new programs, technologies, and strategic equipment for Court operations based on the adopted budget, acts a contract manager for the Court.
- Ensures equipment and supplies are ordered on a timely basis to provide for the efficient functioning of assigned Divisions.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Equivalent to an Associate's Degree from an accredited college with major course work in Criminal Justice, Psychology, Public Administration, or a closely related field.

### **EXPERIENCE**

- A minimum of five (5) years of law enforcement related experience as a Texas Peace Officer, including at least two (2) years of supervisory experience.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Active, TCOLE Basic Peace Officer Certification.
- Must have a Court Security Specialist TCOLE Certification, or obtain within one (1) year of hire.
- TLETS Certifications
- NIMS/FEMA Certifications for 1<sup>st</sup> Responder
- O.C. Pepper Gas and Taser Certification Preferred.
- Valid Texas driver's license.

## **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Accounting: Principles and practices including general ledger, accounts payable, and accounts receivable; including, the analysis and reporting of financial data.
- Computer Usage: Computer hardware and software applications.
- English Language: The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

## **SKILLS AND ABILITIES IN**

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Written Expression: Effectively communicating information and ideas in writing so others will understand, as indicated by the needs of the audience.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Oral Comprehension under Duress: Listening to and understanding information and ideas presented through spoken words and sentences, often in stressful situations.
- Time Management: Managing time wisely to complete assignments on time.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of those under one's direction.
- 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.
- 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**

### **Priorities and Policies**

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

## **OUTSIDE CONTACTS**

Encounters a wide variety of customers, including defendants (adult, minors, and juveniles), private attorneys, civic and community organizations, outside law enforcement agencies and professionals and Municipal Courts, news media, and Court related vendors. Internal customers include all levels of Court staff, professional, and Judges and prosecutors assigned to the Court, and professional and managerial staff from other City departments.

## **EQUIPMENT AND PROPERTY**

Responsible for purchasing and maintaining a wide variety of equipment to ensure efficient Court operations, including computers and related Court software, printers, copiers, FAX machines, and multi-media equipment. Responsible the inspection of work areas and facility conditions and reporting needed repairs to the Building Services Department. Responsible for maintenance and inspection of all security and law enforcement related equipment, vehicles, weapons, uniforms, radios, MDT's, security screening equipment (x-ray and metal detectors), surveillance and alarm systems, and recording systems in the Courtrooms.

## **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, grasp, handle, feel, listen, and/or see. Frequently, s/he is required to carry, climb, kneel, pull, push, reach, sit, stand, stoop, talk, and/or walk. S/he occasionally is required to drive a vehicle, lift up to 50 pounds, smell, and/or exercise use of force. Rarely, s/he is required to crawl and/or run. Specific vision abilities required by this job include close vision and distance vision. Ability to qualify yearly with a department 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, dirty environment, extreme temperatures or weather conditions, moving mechanical parts, noise, toxic or caustic materials, and/or violence and the use of force by others. This job requires the employee to make decisions directly affecting the safety of others. 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.