



## City of Irving Job Description

### Senior City Marshal

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| <b>FLSA Status:</b> | Non-Exempt | <b>Job Department:</b>         | Municipal Court    |
| <b>Job Code:</b>    | M262       | <b>Reports To (Job Title):</b> | Chief City Marshal |

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#### PURPOSE

To lead and participate in a variety of responsible duties in support of the Court Services Division and lend technical assistance, supervision, and direction to the City Marshals and Security Officers. To maintain order and conduct in the courtroom and provide responsible staff assistance to the Chief City Marshal.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Serve as the lead Bailiff and coordinator for all jury trial operations, reporting directly to the Municipal Court Judges, Court Services Director, and Chief City Marshal.
- Brief the Chief Marshal on daily operations, evaluate resource needs, coordinate activities, and under the direction of the Chief Marshal, assign marshals to meet daily work requirements.
- Assist the Chief City Marshal in the annual budgetary process to ensure that all resources and equipment needed for efficient operations are justified and procured.
- Ensure public safety in the facility by providing general security services, monitoring security screening at the entry point, maintaining alarm and surveillance systems, acting as first responder in the court facility, and serves as key member in COOP and EAP operations.
- Evaluate and coordinate other bailiff activities in support of scheduled court dockets and designated courtroom activities.
- Coordinate closely with the Chief Marshal and Senior Warrant Clerk in processing warrants and dealing with issues involving arrests and prisoner transports.
- Lead and participate in warrant investigations, including locating defendants and serving warrants, special enforcement projects, and reporting the results of all Marshal enforcement activities.
- Coordinate the processing and service of subpoenas, writs, corporation, and association cases, keeping detailed records of service attempts by the City Marshals, and briefs the Chief City Marshal on any special circumstances arising from these activities.
- Coordinate closely with the Irving Police Department and other law enforcement agencies on issues of arrest, prisoner transports, and warrant confirmations.
- Serve as training coordinator for City Marshals and is responsible for training new hires in all aspects of Bailiff/Marshal operations, including technical training on various Court and IPD computer systems (INCODE/TIBURON/CAD).
- Serve as the Fleet Maintenance Officer for the court.
- Evaluate procedures and policies of the City Marshal's office to ensure compliance with current state and federal laws governing the law enforcement activities of the Marshals.
- Assist the Chief Marshal in reviewing complaints made against City Marshals in the performance of official duties and, when warranted, conducts investigations and forwards the findings to the Chief City Marshal for evaluation and potential disciplinary action.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Perform all routine duties of a City Marshals and other administrative duties as assigned.
- Transport and escorts cash receipts to City Hall or bank depositories.
- Investigate insurance policies submitted to the court.
- Participate in the background screening, testing, and hiring of City Marshals.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 Marshals.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Assist Chief Marshal in evaluation of budget needs for the Division and the procurement of resources.

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Equivalent to the completion of 12<sup>th</sup> grade *plus* some related college or advanced law enforcement training.

### **EXPERIENCE**

- At least four (4) years of Marshal experience or equivalent law enforcement experience.
- One (1) year of law enforcement related supervisory experience *preferred*.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- TCOLE Intermediate Peace Officer Certification.
- Must have a Court Security Specialist TCOLE Certification, or obtain within one (1) year of hire.
- Firearms Certification.
- NCIC/TLETS Certification.
- NIMS Certification for 1st Responder.
- Pepper Gas, ASP Baton, Taser Certification Preferred.
- Valid Texas driver's license.

## **KNOWLEDGE OF**

- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- 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, and national 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, including Texas penal codes, state traffic regulations, codes of criminal procedures, 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 to 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 communicating orally with an audience.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Writing: Communicating effectively with others in writing tailored to the needs of the audience.
- 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, including 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 and Decision Making: Weighing the relative costs / benefits of a potential action.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **OUTSIDE CONTACTS**

Daily contact with all levels of Court supervision and staff. Frequent contact with Judges and prosecutors. Daily contact with the public in performance of duties as a Peace Officer, and with other law enforcement agencies and professionals. Frequent contact with staff from other departments within the City.

## **EQUIPMENT AND PROPERTY**

Responsible in assisting the Chief Marshal in the inspection and upkeep of all law enforcement and security equipment assigned, as well as, the general facility and vehicles.

## **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. Rarely, s/he 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.