

CITY OF BROWNWOOD – JOB DESCRIPTION

Job Assignment: CITY MARSHAL
Job Number: 06-0738
Department: 06-Police
Pay: \$3,259.00 per month/\$18.80 per hour
Immediate Supervisor: Support Services Lieutenant

GENERAL DESCRIPTION:

This is a full-time position. This person serves warrants issued out of the Municipal Court and performs duties as bailiff during court sessions. This position is an “at-will” position and is not classified as a civil service position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under Supervision of Municipal Judge;

1) Serve as Municipal Court bailiff, enforce compliance of court decorum in a firm, tactful and impartial way, providing security; 2) Develop safety plans for the Court for protection of court personnel including judges, identify safety hazards, and warrant service activities; 3) Support Court security systems and make recommendations for improvement; 4) Support Code Enforcement Department in the performance of their duties; 5) Perform other related duties as assigned by Supervisor.

Under Supervision of Support Services Lieutenant;

1) Execute warrants of arrest, subpoenas and other legal processes on cases originating from the City of Brownwood; 2) Maximize processing, collection, and service of Class “C” warrants issued by the Municipal Court; 3) Follow standard operating procedures as adopted by the Brownwood Police Department while performing the duties of his job; 4) Makes daily bank deposits and delivers mail and correspondence to City Hall and/or Courthouse; 5) Assists City Hall when needed; 6) Perform other related duties as assigned by Supervisor.

POSITIONS SUPERVISED:

None

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Ability to work inside and outside the office environment. Ability to perform in periodic weather extremes and under stressful, combative situations associated with arrest of defendants. Good health and physically fit for the performance of assigned duties. Ability to sit, stand and drive a vehicle to and from various sites. Ability to lift materials weighing up to 30 pounds frequently and 50 pounds occasionally. Ability to bend, stoop, and walk. Ability to walk over sloped and uneven terrain. Work may involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light, and odors. Ability to communicate in writing and verbally with employees and the public. Ability to understand verbal and written communication in English.

CONTACT WITH OTHERS:

Frequent contact with City employees and with the general public on a daily basis.

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EDUCATION AND EXPERIENCE:

High School diploma or equivalent; three (3) years experience as a certified peace officer; bilingual Spanish is a plus.

KNOWLEDGE, SKILLS, ABILITY:

Knowledge of court operations and decorum; good written and verbal communications skills; ability to exercise good judgment, react quickly, calmly and rationally in times of extreme stress, ability to resolve situations characterized by conflict or danger; ability to interpret and apply federal, state and local policies, procedures, laws and regulations; ability to remember names, faces and details of incidents and physical surroundings; ability to work without supervision; maintain cooperative working relationships with all City Departments, Mayor, Manager, and Council; proficiency in computer operations and in use of word processing and spreadsheet applications; ability to effectively operate and use an automobile, firearm, restraint devices, copier, computer and telephone.

REQUIRED LICENSES/CERTIFICATES:

Texas Class C Driver License with a good driving record; must hold a Texas Peace Officer certification and be licensed by Texas Commission on Law Enforcement (TCOLE).

Please see Application and job posting at [City of Brownwood Marshal Job Posting](#)

Email applications to hpersonnel@brownwoodtexas.gov