



CITY OF FARMERS BRANCH
invites applications for the position of:
Deputy Marshal P/T

An Equal Opportunity Employer

SALARY

Hourly,
\$21.32 - \$31.97

OPENING DATE: 07/13/22

CLOSING DATE: Continuous

**POSITION
SUMMARY:**

The part time Deputy City Marshal provides law enforcement and protective services for the Municipal Courts and other City offices.

**ESSENTIAL JOB
FUNCTIONS:**

The primary responsibility of this role is to provide protective services for the Municipal Court and other City offices under the direction of the Chief Marshal.

May be asked to perform other duties as assigned including:

- Executing warrants and civil processes issued out of the Municipal Court or any municipal entity possessing subpoena power to obtain evidence in court proceedings. Prior to warrant execution, conducts a warrant check on each warrant to be served. Notifies defendant of active warrant(s) and advises to pay fines/fees in order to avoid arrest.
- Transporting prisoners from other law enforcement agency jails to the Farmers Branch City jail which necessitates traveling/driving within the DFW metro and surrounding areas.
- Other tasks as directed by Chief Marshal.

**EDUCATION
AND
EXPERIENCE:**

Work requires knowledge necessary to understand basic operational, technical, and office processes. Level of knowledge equivalent to four years of high school or equivalency. Two years previous peace officer experience required.

**KNOWLEDGE,
SKILLS AND
ABILITIES:**

Decisions regarding implementation of policies will be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Intermediate ability to read papers, periodicals, journals, manual, dictionaries, thesauruses and encyclopedias. Basic ability to perform the four basic arithmetic operations. Intermediate ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuations, spelling and grammar using all parts of speech. Good knowledge of modern law enforcement practices and procedures; good knowledge of criminal structures and traffic ordinances; good knowledge of investigation techniques and procedures; good knowledge of departmental policies, procedures, city ordinances, state and federal law; skill in the care and use of crime scene tools, cameras, police weapons, radios and computer. Ability to safely operate a motor vehicle in routine and emergency or extreme circumstances.

Special Requirements:

This position is classified as a safety-sensitive position and is subject to random drug and alcohol testing during the course of employment.

Licenses and Certificates:

Valid driver's license with good driving record and ability to maintain while employed. Texas Peace Officer certification from the Texas Commission on Law Enforcement (TCOLE).

Work Environment:

Work is primarily in an office environment. Other assigned duties may involve considerable exposure to weather conditions, hazardous situations and materials etc. Physical demands are medium and require standing, walking, running, climbing, jumping, crawling, crouching etc. May be required to move heavy objects over 170 lbs. Must be able to work rotating shifts including weekends.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.farmersbranchtx.gov>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

13000 William Dodson Pkwy
Farmers Branch, TX 75234
972.919.2556

Job #01080

DEPUTY MARSHAL P/T

HC

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Deputy Marshal P/T Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - High School Diploma or equivalent
 - Associate's Degree
 - Bachelor's degree
 - Master's degree or higher
- * 2. Do you possess a valid driver's license?
 - Yes
 - No
- * 3. Have you received a DWI or DUI conviction in the last 7 years?
 - Yes
 - No
- * 4. The city's driving standards state that you cannot have more than 3 traffic citations in the past 3 years or a DWI/DUI conviction in the past 7 years. Have you received more than 3 citations in the past 3 years?
 - Yes
 - No
- * 5. Do you currently possess a Basic Peace Officer Certification from the Texas Commission of Law Enforcement (TCOLE)?
 - Yes, I currently possess the required certification.
 - No, I do not possess this certification.
- 6. If you do possess a Basic Peace Officer Certification from the Texas Commission of Law Enforcement (TCOLE), what is your PID number?

- * 7. Which best describes your level of law enforcement experience (i.e., Police Officer, Detention Officer, Marshal, etc.)?
 - Less than 1 year experience.
 - Between 1 and 3 years experience.
 - Between 3 and 5 years experience.
 - Over 5 years experience.
- * 8. Are you a current City of Farmers Branch employee?
 - Yes
 - No
- * Required Question