

CITY OF TYLER
JOB ANNOUNCEMENT #994510

DATE POSTED: August 24, 2022
JOB TITLE: Deputy City Marshal II
DEPARTMENT: Municipal Court
SALARY: \$22.6068 per hour
PAY CLASS CODE: 212, Non-Exempt

PURPOSE OF POSITION

To serve outstanding arrest warrants and other process originating from the Municipal Court. Provide judicial security for Municipal Court personnel, including judges and clerks.

ESSENTIAL FUNCTIONS

Making on view arrests such as evading arrest, false identification by fugitives and making arrests for higher offense warrants, not originating from City Court.
Conduct research and investigations utilizing various sources to obtain information.
Complete police reports and required state forms.
Conduct court security as needed.
Transport prisoners to jail from Court.
Complete daily logs of attempts for arrest.
Transport prisoners to Cherokee County Jail.
Provide security of court funds by observing clerk during count of daily deposit.
Conduct court Bailiff duties when needed.
Transport prisoners to jail for Police Traffic Unit.
Make collection calls on warrants as directed.
Assist as backup officer for Tyler Police and work with County Courts and other agencies in serving warrants.
Must be able to prepare various written reports.
Must have knowledge of basic law enforcement and Penal Code.
Must be able to qualify to department standards with weapons, including protective weapons, handcuffs, locks or grips and control subjects.
Must be able to follow directions and to use good judgment and logic.
Must be able to use a computer, telephone, two way radios, (emergency) vehicles with related equipment, patrol car, video cameras, recorders, firearms, fire extinguishers, vehicle disabling devices (boots), security walk thru, pepper spray, handheld security wand.
Must be able to communicate effectively in written and oral formats.
Must be able to deal effectively with management, co-workers, and citizens.
Must be able to climb several flights of stairs, elevated surfaces, fences, walls, etc.
Must be able to run distances of less than and more than 100 yards.
Must be able to lift, carry, pull and/or push heavy objects exerting over 100 pounds occasionally, 50-100 pounds frequently or from 20-50 pounds constantly.
Must be able to jump over obstacles or barriers; jump down from elevated surfaces; and jump across ditches, etc.
Must be able to work in extreme conditions such as unfavorable weather, wetness and/or humidity, respiratory hazards, physical hazards and be able to withstand noise, vibration/police radio incl. microphone at ear all day, sirens, trains, etc.
Other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience: **Must** have a High School diploma or GED and four (4) year of experience in Law Enforcement. **Must** be Peace Officer certified by **TCOLE** and maintain current certification by attending required classes. **Must** have firearm certification. **Must** be knowledgeable of NCIC-TCIC policies and procedures. **Must** possess a valid Texas Driver's License with clear driving record.

steps to assure that equality of employment opportunity in the City of Tyler, Texas is a fact as well as an ideal.

The City of Tyler will accept two years of relevant experience in place of each year of college required in the job description. Four years of relevant experience will be considered in place of an Associate's Degree, and eight years of relevant experience will be considered in place of a Bachelor's Degree. Any experience required in the Minimum qualifications is in addition to years of experience substituted for a degree.

The City of Tyler supports a policy of a drug and alcohol free workplace. All candidates are subject to pre-employment testing, which may include, but is not limited to, Drug and Alcohol Screenings, Work Fitness Evaluation, Criminal Background Check, and Consumer Report/Credit Check.

The City of Tyler Policy states Persons under eighteen (18) years of age may be employed in temporary or regular part-time positions, if they furnish the City with a minor's release (Form 2-2) and are approved by the City Manager. No person under eighteen (18) years of age will be employed in any position requiring the operation of a City motorized vehicle.