



City of Killeen City Marshal

SALARY	\$26.15 Hourly	LOCATION	City Hall Annex - Killeen, TX
JOB TYPE	Full-time	DEPARTMENT	Municipal Court
OPENING DATE	05/18/2023	CLOSING DATE	Continuous
FLSA	Non-Exempt		

Job Description

GENERAL PURPOSE

Works under the supervision of the Court Administrator. Responsible for all warrants and writs to be served in a timely and cost-effective manner. To act as liaison with other agencies, governments, and organizations that rely upon the Municipal Court System for ordinance enforcement; also, to supervise the Marshal's Office and using independent judgement in dealing with sensitive situations. To be able to react to emergencies as the work involves an element of danger. To be required to carry a handgun while on duty.

SUPERVISION EXERCISED

Employee has supervisory responsibilities.

Essential Duties

CORE COMPETENCIES:

Responsible for the safety and security of the public and staff in the Killeen Municipal Court.

At the direction of the Municipal Court Judge, supervises the service of Class C misdemeanor warrants, writs, subpoenas, summons, and other legal processes.

Records and enters Municipal Court warrants into the Web Record Management System (WEBRMS).

Locates and arrest persons with active warrants by utilizing available resources.

Maintain records of all warrants received and disposition.

Performs prison transfers or persons arrested by another agency under the authority of warrants issued by the Municipal Court Judge on Class "C" misdemeanors.

Plans, coordinates, and implements warrant round-up.

Conducts biannual warrant audit.

Coordinates access of the City Annex building with the Police Department for special events.

Reports security incidents to the State of Texas Office of Court Administration and Clerk of the Court/Court Administrator.

Develops and implements policies and procedures, establishes expectations, reviews work product, provides training, conducts performance evaluations, and guides Municipal Court staff.

Ensures that all security equipment is maintained in good working condition.

Prepares and submits annual training and equipment requests for approval.

Coordinates work assessments of the security staff of the Killeen Municipal Court.

Responds to and processes jail credit requests.

Serves on a variety of City committees relating to the general operation of the City administration.

Performs other duties as assigned.

Required Minimum Qualifications

Education and Experience:

1. Associates degree in Criminal Justice or related field; and
2. Intermediate certification from the Texas Commission on Law Enforcement (TCOLE);
3. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

1. Ability to learn applicable laws, ordinances and firearms proficiency and handling.
2. Ability to exercise sound judgement in evaluating situations and in making decisions.
3. Ability to communicate verbal and written instructions.
4. Ability to establish and maintain effective working relationships with peers, supervisors, and other departments.
5. Ability to deal courteously but firmly with citizens.
6. Ability to learn City's geography; and some skill or ability to learn operating the tools and equipment listed below.

Supplemental Information

SPECIAL REQUIREMENTS

1. Must obtain Texas State Court Security Officer certificate within one (1) year from date of appointment.
2. Must be able to perform the essential duties and functions of a peace officer.
3. Applicant must have less than 10 points accumulated.
4. Must submit to a thorough, comprehensive background investigation and successfully pass a polygraph exam prior to appointment.
5. Normal vision no worse than 20/200 uncorrected in each eye, corrected to 20/30 in each eye.
6. Must not have used marijuana within two (2) years preceding the date of application or during the hiring process.

7. Must not have furnished marijuana to another within the 10 years preceding the date of application or during the hiring process.
8. Must not have ever furnished any illegal drug or controlled substance, other than marijuana.
9. Must not have ever engaged in the manufacture or sale of any drug listed in the Texas Controlled Substance Act.
10. Must not have ever been convicted of any family violence offense.
11. Must not have ever been convicted of an offense above the grade of a Class B misdemeanor.
12. Must not have been convicted of a Class B misdemeanor within the last ten years.
13. Must not be under any indictment for any criminal offense.
14. Must not be currently charged with any criminal offense for which conviction would prohibit police officer licensing.
15. Must not have ever executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.
16. Maintains regular and punctual attendance.
17. Must have a valid driver's license by date of hire.
18. Must obtain a Texas driver's license within 90 day from the date of hire.

TOOLS AND EQUIPMENT USED

Police car, police radio, handgun and other weapons as required, ASP, OC spray, handcuffs, pager, first aid and safety equipment, main frame computer system, PC and specialized software, 10-key adding machine, typewriter, telephone, copy and fax machines.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is occasionally required to walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee must be able to physically detain and/or arrest criminal suspects and defendants.

The employee must occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, true color vision, peripheral vision, depth perception, and the ability to adjust focus.

This position is a safety sensitive position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The employee is periodically exposed to persons who represent a danger to health and life.

Benefits

At City of Killeen, we are committed to your health and well-being. We are proud to provide you and your family with valuable and significant benefits.

We all work together to make City of Killeen a success, and our teamwork extends to your benefits. Your health and well-being are important to us, so we provide benefit options to make your and your family's lives better. Together, let's invest in you.

The City of Killeen offers the following Benefits to full time employees:

- Employee Assistance Program
- Wellness Benefits
- Medical, Vision Dental
- Health Savings Account/ Flexible Spending Account
- TMRS
- 457 Deferred Retirement Account
- Short Term/Long Term Disability
- Accident/ Critical Illness/ Hospital Indemnity Supplemental Benefits

For more benefit information, visit www.killeentexas.gov

Agency

City of Killeen

Address

718 N. 2nd Street
Suite B
Killeen, Texas, 76541

Phone

254-501-7689

Website

<http://www.killeentexas.gov/>