



CITY OF KILLEEN
invites applications for the position of:
Deputy City Marshal

An Equal Opportunity Employer

SALARY: \$22.59 Hourly

OPENING DATE: 4/18/23

CLOSING DATE: Until Filled

JOB DESCRIPTION:

GENERAL PURPOSE

To provide security for the Court during arraignments and trials while under the supervision of the City Marshal. To serve dual roles as Marshal and Bailiff for the Municipal Court. To assist the City Marshal with the administrative duties of the warrants process. To be able to react to emergencies and utilize independent judgment in dealing with sensitive situations as duties involve an element of danger. To be required to carry a handgun while on duty.

SUPERVISION EXERCISED

Employee has no supervisory responsibilities.

ESSENTIAL DUTIES:

CORE COMPETENCIES:

Serves a dual role as Deputy City Marshal and Bailiff for the Municipal Court.

Provides security for the Municipal Court office, staff, and court room.

Performs administrative functions related to the service of arrest warrants and prepares reports.

Tracks work actions and functions.

Assists City Marshal in the execution of arrest warrants, summons, and other related instruments.

Assists City Marshal in the service of duly issued subpoenas, summons, and other legal processes as ordered by the Court.

Possesses and maintains a valid driver's license and comply with City of Killeen driving policy.

Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

Other duties as may be assigned by the City Marshal or Clerk of the Court.

REQUIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

1. High school diploma; and
2. Six (6) months experience as a City Marshal or Deputy City Marshal from this or other agencies; and
3. Minimum uncorrected vision of 20/100 in both eyes, corrected to 20/20 in both eyes with normal color vision.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to learn applicable laws, ordinances and firearms proficiency and handling.
2. Ability to exercise sound judgment in evaluating situations and in making decisions.
3. Ability to follow verbal and written instructions.
4. Ability to communicate effectively orally and in writing.
5. Ability to establish and maintain effective working relationship with peers and supervisors.
6. Ability to deal courteously, but firmly with citizens.
7. Ability to learn the city's geography, and some skill or ability to learn operating the tools and equipment listed below.
8. Maintains regular and punctual attendance.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

1. Must have a valid driver's license by date of hire.
2. Must obtain and maintain a Texas Driver's License within 90 days of hire.
3. Must be a certified Peace Officer and meet the Texas Commission on Law Enforcement Standards and Education (TCLEOSE) requirements with a Basic TCLEOSE Certification.

TOOLS AND EQUIPMENT USED

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

PHYSICAL DEMANDS

The physical demands as 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, talk and hear. 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 occasionally lift and/or move more than 100 pounds and stand for prolonged periods of time. Specific vision abilities required by this job include close vision 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.

The noise level in the work environment is usually loud.