



**TOWN OF FLOWER MOUND**  
invites applications for the position of:  
**Deputy Town Marshal**

An Equal Opportunity Employer

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**SALARY:** \$27.61 - \$30.37 Hourly  
\$2,208.80 - \$2,429.68 Biweekly  
\$4,785.73 - \$5,264.31 Monthly  
\$57,428.80 - \$63,171.68 Annually

**OPENING DATE:** 05/24/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**The starting salary for this position is \$57,428.80 - \$63,171.68/annually, dependent upon qualifications.**

Processes and serves Class "C" misdemeanor warrants of arrest, serves subpoenas, provides court building security, and serves as Court Bailiff to maintain integrity of the court under direction of the Municipal Court Administrator.

**EXAMPLES OF DUTIES:**

- Serves and clears warrants issued from the Court; serves subpoenas, summonses, and other legal procedures as ordered by the Court; makes arrests when necessary.
- Functions as Court Bailiff to exercise authority in prevention or diffusion of potentially violent situations; calls Court to order and assists with court dockets; accommodates needs of jurors and escorts prisoners from the Courtroom.
- Transports financial documents and cash deposits from various departments within the Town.
- Maintains records and prepares reports regarding work activities, including daily and monthly status reports; collects and compiles statistical data regarding the warrant operation as requested by the supervisor.
- Evaluates operating procedures and makes recommendations to the supervisor in order to assist in maintenance of most efficient and progressive methods of warrant clearance.
- Safely transports prisoners held by other agencies for the Town of Flower Mound.
- Obtains necessary maintenance of and for assigned vehicle.
- Complies with Town and departmental policies, rules, and regulations.
- Keeps supervisor informed of work activities.
- Assists other departments and coworkers, as needed.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**BASIC QUALIFICATIONS:**

- A High School Diploma or General Equivalency Diploma (GED) is required.
- Must be a U.S. Citizen.
- Must be at least 21 years of age.
- Must have a valid state-issued driver's license, or the ability to obtain a Texas driver's license within 30 days of establishing residency if hired from out of state.

**EDUCATION:**

- Basic Peace Officer certification through the Texas Commission on Law Enforcement (TCOLE) is

required.

- Advanced Peace Officer certification through the Texas Commission on Law Enforcement (TCOLE) is preferred.

**WORK EXPERIENCE:**

- Three (3) or more years of experience as a Peace Officer is required.
- Deputy Marshal experience is preferred.

**OTHER:**

- No convictions involving family violence.
- No convictions of a Class B misdemeanor or greater under the Texas Penal Code or any comparable state or federal law, to include the Uniform Code of Military Justice.
- No criminal charges pending or under indictment for any criminal offense.
- No marijuana use within the last two (2) years and no other illegal drug use within the last five (5) years.
- Not on probation for any criminal offense.
- Not have more than three (3) chargeable accidents within the last three (3) years, or any combination of chargeable accidents and moving violations which equal four (4) or more in the last three (3) years.
- Must submit to and pass a post-offer, non-regulated drug test and thorough background checks (including criminal history).

**DESIRED QUALIFICATIONS:**

**KNOWLEDGE / SKILLS / ABILITIES:**

- Extensive working knowledge of municipal court operations and procedures; and principles and laws of arrests, Texas Motor Vehicle laws, Texas Penal Code, Code of Criminal Procedures, Texas Family Code, and Town of Flower Mound Ordinances.
- Sufficient knowledge of and ability to use a computer and related technology efficiently.
- Good communication skills; bilingual skills are beneficial.
- Ability to communicate effectively with Police Department personnel, Jail personnel, attorneys, judges, and other court staff members in order to obtain and disseminate information necessary for court operations, transports, and arrests.
- Ability to follow verbal and written directions.
- Ability to communicate professionally, effectively, and pleasantly with the general public.
- Ability to exercise good judgment and make sound decisions.
- Ability to work flexible hours, including acceptance of on-duty status.
- Must be able to exercise good judgment and make good sound decisions.
- Must be able to work flexible hours and to accept on-call duty status.

**PHYSICAL ABILITIES:**

- Ability to see, write, hear, talk, run, climb, bend, and physically restrain a person.

**HIRING PROCESS:**

- Personal History Statement
- Interview with Hiring Manager
- Background Investigation (If pass, a conditional offer of employment will be extended.)
- Polygraph Examination
- Psychological Examination
- Medical Examination / Drug Screen

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.flower-mound.com>

OUR OFFICE IS LOCATED AT:  
Town Hall  
2121 Cross Timbers Road  
Flower Mound, TX 75028  
972-874-6011