

## **City of Dallas**

### **Assistant Director for Court and Detention Services**

Court and Detention Services (CTS) is seeking an experienced individual to serve as an Assistant Director acting within the capacity of City Marshal for the City Marshal's Office division. The position serves as an assistant department head and reports directly to the Director of Court and Detention Services.

The City of Dallas Court and Detention Services Department is the Official Clerk of the Court of Record that provides administrative and clerical support for the Dallas Municipal Court System, which adjudicates Class C misdemeanors, fine only offenses, and civil cases. Service is provided in person, by mail and by internet.

While serving in the capacity of a City Marshal, the primary responsibilities of the position include the 24/7 operations of the City Marshal's Office by managing and providing oversight of the City Detention Center; apprehension, arrest and detention of persons who commit criminal acts or may have outstanding City of Dallas warrants; and the incarceration of City of Dallas prisoners at the Dallas County Lew Sterrett Justice Center facility. Other functions of the Marshal's division include warrant enforcement, prisoner transfers, processing the jail docket, enforcing illegal dumping ordinances and state law, civil processing and clerical functions of the court.

In addition, some administrative functions include, but are not limited to, budget development and administration, budget presentations, preparation and presentation of city council briefings, liaison with TCOLE, liaison with the Dallas Police Department, and liaison with the law enforcement member agencies of the regional warrant database.

The incumbent must be knowledgeable of principles of personnel management and have the ability to plan, direct, and coordinate the work of others through subordinates. General knowledge about the entire municipal court process is also required.

The ideal candidate should be knowledgeable in both principles of business and public administration as well as, practices and techniques used in department management including, but not limited to, criminal justice and/or court administration.

The candidate will be able to demonstrate his or her ability as an effective communicator, both verbally and in writing. The Assistant Director should be a strong proponent of working as a team and capable of managing staff and providing leadership. The ability to provide a clear understanding of the department's core goals through regular and consistent communication is essential.

Must have:

- Ability to interpret and apply federal, state, and local policies, laws, and regulations, as well as relevant legislation

- Ability to establish and maintain an effective rapport with all levels of city management, city officials, vendors, contractors, promoters, media, community business organizations, various associations and the general public
- A track record of absolute integrity and honesty in professional and personal matters
- TCOLE knowledge
- Excellent ability to analyze and project data
- Exceptional project management skills as evidenced by taking large/complex project(s) with multiple stake-holders from the beginning stages to closure within established time frames
- Ability to maintain the division's policies and procedures to ensure compliance with applicable laws and regulations
- Knowledge of basic methods, procedures, and regulations of law enforcement
- Knowledge of basic first-aid and CPR practices and techniques
- Knowledge of basic criminal interrogation techniques
- Familiarity and general understanding of the federal, state, and local law which will be enforced
- Basic report writing techniques

#### Essential Functions:

- Review budget allocation, employee assignments, objectives, and performance of subordinate managers and supervisors
- Recommend changes to the Director and reassign resources, as needed
- Coordinate programs and resource allocations with department executives, and executives in other departments
- Monitor progress of service delivery elements through procedures and strategies to accomplish timely and effective utilization of available resources
- Evaluate and analyze monthly management reports to make budgetary recommendations and strategic decisions
- Review and approve personnel actions, including: hiring, training, performance evaluations and other personnel actions to ensure productivity and quality standards are maintained
- Manage special research requests and coordinate responses to the City Manager or City Council to provide accurate and timely results
- Identify areas of quality management to enhance productivity through improved work procedures and practices, improved communication and accountability
- Prepare and serve Municipal Court warrants
- Regular, reliable and punctual attendance is an essential function of the job

#### Other Functions:

- Primary Texas Commission on Law Enforcement (TCOLE) administrator of court security officers (bailiffs)
- Run routine reports from court management software system
- Prepare and submit performance, incident, and other reports as necessary to Court Director
- Contact other agencies regarding wanted and/or arrested subjects
- Serve as liaison between the court and outside law enforcement agencies

- Serve court summons, subpoenas, and other writs as necessary
- Responsible for complying with Texas Law Enforcement Telecommunication System (TLETS) reporting requirements and maintaining the integrity of the system
- Request and maintain maintenance of department issued equipment and gear

### **Requirements:**

Qualified applicants must have a Bachelor's degree from an accredited college or university with a focus in Criminal Justice, Public Administration, Business Administration, Management, Court Administration or a closely related field. Candidates will have at least nine years of experience in continuous service with a law enforcement agency or in Court Administration with knowledge of warrant, arrest and detention services; and at least three years of progressive management experience in Court Administration, law enforcement or a closely related position to include responsibility for developing budget/finance; developing and enforcing standards/procedures/internal controls; interpreting/implementing local, state/federal regulations; and supervising staff. Must have at least an Advanced Peace Officer License (Master Peace Officer license preferred) and must have or obtain the TCOLE certification within the probationary period. Position requires physical abilities for running, subduing and restraining prisoners. Must have a valid driver's license with good driving record, oral/written communication and PC skills. Subject to intensive background check including psychological and drug screening. Required to work various shifts including nights, weekends and holidays. An established track record of effectively working with various departments, positions and agencies is desirable.

**Salary:** DOQ + benefits

- Full Salary Range: \$90,646 – \$170,377
- Anticipated Salary Range: 90,646 – \$130,512

### **Interested Applicants:**

Interested qualified candidates must submit an application online via NeoGov at:

[www.governmentjobs.com/careers/dallas](http://www.governmentjobs.com/careers/dallas)

**\* Applications must be complete, including previous salary history and required references. A resume and letter of interest are recommended. All documents must be attached at the time of submission for consideration. A resume should be submitted as supplemental documentation only and will not be considered as a primary application for the position. Incomplete applications may not be considered. Application must be submitted by the deadline noted on the NeoGov application submission site.**

*The City of Dallas is an Equal Opportunity Employer. Women and minorities are encouraged to apply.*

*Under the Texas Public Information Act, information from your resume may be subject to public disclosure.*