

**City of Dallas
Classification Specification**

Title:	Chief Deputy City Marshal	Class Code:	46525
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Provides supervision to subordinate staff to assist the City Marshal to effectively carry out round-the-clock, seven day-per-week law enforcement operation.

Essential Functions:

1. Supervises and directs activities of clerks, deputy marshals, and detention officers to ensure warrants of arrest, subpoenas and other legal processes of municipal courts are served and executed effectively and efficiently.
2. Assists in overseeing the operation of the City of Dallas Detention Center for persons detained for public intoxication and class C warrants.
3. Recommends and implements changes in office procedures to ensure all services are provided in a timely manner.
4. Conducts performance appraisals on subordinates according to established procedures.
5. Creates reports, correspondence or other documents to provide efficient record keeping.
6. Prepares administrative reports (e.g., performance standards, equipment, mileage usage) for department use and to respond to concerns and complaints about law enforcement efforts.
7. Supervises, directly and/or through subordinates, the illegal dump team to investigate and apprehend individuals and organizations that dump refuse illegally within the city limits of Dallas.
8. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of methods and practices of warrant services.

Knowledge of law enforcement and detention law, policies and procedures.

Knowledge of relevant ordinances, including illegal dumping.

Ability to plan, coordinate, assign and supervise the work of subordinates.

Ability to understand and implement complex oral and written instructions, and prepare and review reports.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to use good judgment, discretion, tact, and to act quickly in an emergency.

Intermediate Law Enforcement Officer Certification from the Texas Commission on Law Enforcement Officer Standards and Education. (TCLEOSE)

Must have State of Texas Class C Drivers License.

Working Conditions and Hazards:

Work performed under normal office conditions.

Exposed to harassment by belligerent persons and potentially dangerous situations.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.