

City of Dallas
Classification Specification

Title:	Senior Deputy City Marshal	Class Code:	46526
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Supervisory/0	Established:	10/01/94
FLSA Status:	Non - Exempt	Revised:	01/01/09

Position Purpose

Supervises and coordinates the daily activities of field operation (e.g., prisoner transfer, arrest warrants, public service operations), warrant confirmation section or City Detention Center to effectively carry out law enforcement efforts.

Essential Functions

1. Supervises and directs the daily activities of commissioned deputy city marshals, warrant confirmation, or inebriate detention center to ensure warrants of arrests, subpoenas, and other legal processes of municipal courts are served and executed effectively and efficiently and prisoners are processed according to guidelines.
2. Supervises including hiring, performance evaluation, overtime scheduling, disciplinary actions, training, and other personnel actions to ensure productivity and quality standards are maintained.
3. Directs and participates in prisoner transfer to ensure transfers are successfully accomplished.
4. Coordinates the public service operations to ensure the accuracy and validity of information (e.g., background, address, citation) used to make an arrest or serve subpoena for hearings.
5. Conducts in-depth investigation to locate multiple offenders.
6. Makes duty assignments, evaluates the work of subordinates and assists staff in order to effectively execute arrest warrants or booking of prisoners to ensure compliance with standing policies and procedures for the division.
7. Demonstrates proper work method and safety procedures to ensure work is performed in a proper and safe manner.
8. Prepares administrative reports (e.g., activity reports, performance standards, equipment, mileage usage) for departmental use and to assist supervisor in responding to concerns and complaints about law enforcement efforts.
9. Regular, reliable and punctual attendance is an essential function of the job.

Essential Functions Depending On Assignment

10. Performs as field training officer in order to ensure proper procedures used in the execution of warrants, prisoner transfers, and crime investigations.

Knowledge, Skills, and Abilities Required to Perform Work

Thorough knowledge of principles and practices governing warrant service work.

Thorough knowledge of arrest procedures.

Ability to supervise and instruct others.

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

Ability to write complete and accurate 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 meet, talk, and deal effectively with the public and numerous law enforcement agencies including Dallas Police Department and Sheriff's Office.

Ability to qualify twice annually with a firearm.

Must have State of Texas Class "C" or higher driver's license.

Must have intermediate Law Enforcement Officer certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE).

Working Conditions and Hazards

Exposed to all weather conditions.

Exposed to harassment by belligerent persons, persons with contagious diseases, and potentially dangerous situations.

May be assigned to work various shifts on weekdays or weekends.

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.