



Deputy Marshal Sergeant

JOB SUMMARY

This position is responsible for Code Enforcement and Animal Control.

Deputy Marshals report directly to the Chief Marshal. The Deputy Marshal accounts for the greatest allocation of Marshals resources and represents the primary delivery system of Code Enforcement services for the citizens and businesses of City of Dallas. This position, is assigned to patrol, provides the rapid response to the requiring service, and is primarily responsible for the prevention and suppression of ordinance violations. Code Enforcement provides the daily patrol coverage as required by the Dallas Marshal's Bureau and, when necessary, enforces traffic laws and Criminal laws.

MAJOR DUTIES

- Enforce federal laws, state laws, and local ordinances.
- Insure that city warrants are served.
- Works with property owners and business owner to remove blighted properties.
- Ensures that builders are in compliance with local, state, and federal regulations regarding storm waters.
- Ensure that builders are in compliance with building codes.
- Ensure compliance with state law and local ordinance in reference to alcohol sales.
- Ensure that Businesses are FOG compliant.
- Ensure that all businesses have obtained their occupational tax each year.
- Investigate theft and or tampering of city utilities.
- Investigate illegal dumping of sewage.
- Investigate animal control complaints.
- Investigate illegal dumping of garbage and litter.
- Ensure the security of any Public owned or operated building of the City of Dallas
- Ensure the security of any event or meeting as requested by the Mayor and City Council
- Supervise and train subordinate Deputy Marshals
- Ability to testify in court.
- Ability to supervise and train Deputy Marshals

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of federal and state laws, criminal and traffic laws, and departmental policies and procedures.
- Knowledge of geography and boundaries of the City of Dallas.
- Knowledge of police management and supervisory techniques.
- Knowledge of the criminal justice system and court procedures.
- Knowledge of investigatory techniques and procedures.
- Knowledge of crime prevention techniques.
- Knowledge of City Ordinances and departmental policies.
- Georgia Peace Officers Certification
- Knowledge of Field training officer Certification
- Knowledge of the Georgia Association of Business Tax Officials Training
- Knowledge of the Georgia FOG Alliance Training.

- Skilled in the use of firearms, communication equipment, and other specialized law enforcement equipment.
- Skill in supervisory techniques.
- Skill in observing, collecting and preserving evidence.
- Skill in decision making.
- Skill in oral and written communications.
- Skill in maintaining good public relations with the citizens of the City of Dallas.
- Skill in the proficient use of departmental specific software.
- Skill in operation of police vehicles under normal and emergency conditions.
- Skill in basic computer operations.
- Skill in interpersonal communication.
- Skill in problem identification and problem solving.
- Skill in weapons proficiency

SUPERVISORY CONTROLS

The Chief Marshal assigns work in terms of general instructions. The work is reviewed for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state laws, criminal and traffic laws, Dallas Code of Ordinances, departmental policies and procedures, City of Dallas Policy Handbook, and court decisions. These guidelines are generally clear and specific, but may require interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, supervisory and technical duties.
- The variety of emergency situations and frequently changing laws contribute to the complexity of the work-related duties.
- This position consists of being able to relate to the public the position of the city as it relates to the city ordinance and ensure that they are in compliance. This is done in a variety of way including verbal conversation, and issuing of citations.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- The position has direct supervision over other Officers as well as other administrative staff in the absence of the Chief Marshal.

CONTACTS

- Contacts are typically with co-workers, the general public, other public safety and law enforcement personnel, health service and support workers, business and community members, and representatives of the court system, property owners, home owners and builders.
- Contacts are typically to give or exchange information, resolve problems, motivate personnel, and provide services.
- Contacts are also with the City Attorney, other department personal, other agencies, and private contractors

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee frequently lifts light and heavy objects and distinguishes between shades of color.
- The work is typically performed while driving a vehicle and outdoors, and is often required to be performed in inclement weather conditions. The employee is exposed to dust, dirt, and grease.
- The employee must lift light and heavy objects, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.
- The work requires the use of protective clothing and devices.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth in The Georgia Mandate Law Enforcement Training Act/Peace Officer's Standards and Training Act.
- Ability to pass a criminal background investigation and have and maintain an acceptable driving history.
- Ability to pass a psychological evaluation, polygraph evaluation, medical screening and drug screening.
- Ability to successfully complete Field Training Course certified by POST.
- Ability to complete Georgia peace officer standards and training.
- The ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.