

Job Title:	City Marshal
Department/Group:	Marshal's Office
Level/Salary Range:	Full-time: \$60,000 - \$70,000 yearly DOQ + benefits Part-time: \$40 - \$50/hour DOQ (appx. 24 hours per week)
General Purpose	
This position is responsible for providing code enforcement and traffic enforcement services for the City. Work is performed in accordance with established city ordinances, policies, and procedures and State law. An employee is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger. Serves as a legal enforcement arm for the City to ensure applicable State law and all ordinances adopted by the City Council are implemented and enforced.	
Supervision Received	
Works under the general supervision of the Chief Marshal.	
Job Description	
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Enforces City Ordinances and State laws. Serves notice of violation and issue citations. • Investigates suspicious conditions, activities, or people, and takes appropriate action. • Monitors the display of prohibited/illegal signage and effects the removal thereof. • Review complaints made against residents in the City and, when warranted, conduct investigations and forward the findings to the Chief Marshal for evaluation and potential enforcement action. • Apprehends or cites suspect when violations are found. • Ensure all businesses operate according to City and State laws and regulations. • Enforces traffic laws, provides traffic control, issues citations and responds to calls for service. • Perform any related work as required by the Chief Marshal or City Administrator. • Be available to work beyond normal business hours in response to emergency situations or to attend evening meetings. • Maintains certification as a peace officer according to O.C.G.A. Section 35-8-9 and 35-8-10. • Maintains requirements for firearms training and qualification and defense tactics training. • Testifies as needed and as subpoenaed in municipal, and state court, including grand jury proceedings. • Operate City vehicles and other equipment in a safe manner and ensure they are maintained in a safe and mechanically sound condition. • Provides general assistance to other City departments such as building, zoning, sanitation, and public utilities. • Brief the Chief Marshal on daily operations, evaluate resource needed and coordinate activities • Assist the Chief Marshal in the annual budgetary process to ensure that all resources and equipment needed for efficient operations are justified and procured. • Ensure public safety in the facility by providing general security services, monitoring security screening at the entry point, maintaining alarm and surveillance systems, and acting as first responder in City Hall. • Transport and escorts cash receipts to City Hall or bank depositories. • Perform all routine duties of City Marshals and other administrative duties as assigned. 	

Physical Ability:

- Position requires: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Medium Work: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to odors, dusts, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.
- This position may require some on call assignments, and some holidays.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Five years law enforcement experience
- P.O.S.T. Peace Officer Certification
- Successful completion of GCIC and NCIC.

LICENSING REQUIREMENTS

- Valid Class C Drivers' License and a satisfactory Motor Vehicle Record (MVR).

KNOWLEDGE AND SKILL REQUIREMENTS

- Knowledge of the state and local laws relating to arrest, evidence preparation and keeping, and property seizure.
- Knowledge of the principles and techniques involved in investigation.
- Knowledge of City and county geography and the location of all roads and streets.
- Ability to analyze situations quickly and effectively and to determine the proper course of action.
- Ability to cope with situations firmly, tactfully, courteously, and with respect for the rights of others.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with citizens, fellow employees, management, and other City officials.

ADDITIONAL NOTES

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbents must be able to perform the essential functions of this position with or without reasonable accommodation.