

TOWN OF MANCOS, COLORADO
JOB DESCRIPTION
POSITION TITLE: Deputy Marshal

EXEMPT: No, eligible for comp time accrual at 1.5 hours with prior authorization from supervisor only.

DEPARTMENT: Public Safety

REPORTS TO: Town Marshal

APPOINTED/HIRED BY: Town Marshal

APPROVED BY: Town Administrator

SUMMARY:

This is a sworn, safety sensitive position that adheres to all state laws pertaining to this position, and exercises a high degree of discretion, trust and confidence. Under close supervision of the town marshal, persons in this position perform law enforcement work necessary to maintain public peace and order, protect life and property, prevent crime, make necessary investigations and apprehend violators of the law. The following duties and responsibilities illustrate the essential functions of the Deputy Marshal, but are not all-inclusive:

Patrols the Town of Mancos on an assigned shift; preserves law and order; prevents or discovers crime; apprehends criminals or offenders and enforces traffic laws.

Answers dispatched radio calls as they pertain to above paragraph.

Applied knowledge, reason and appropriate judgment to make prompt, effective decisions after evaluating alternative courses of action.

Communicates effectively with a wide variety of people verbally and in writing, under varied circumstances, listens, understands and resolves problems, communicates assertively to bring control to a situation when required.

Investigates, gathers evidence, locates and interviews relevant persons, makes arrests when required, takes necessary police action, prepares report and cases for prosecution and testifies in court.

Acts with sensitivity to the feeling of others, does not contribute to antagonism, interacts effectively with diverse groups, calms emotional people, acts courteous and respectful and uses good customer service skills.

Establishes and maintains effective working relationships, works closely with others, accepts constructive criticism, learns and improves, corrects mistakes and act effectively as part of a team.

Maintains self-control under stress, performs effectively, exercises restraint when verbally or physically abused and uses only necessary and reasonable force and does not retaliate.

Regularly interacts with citizens to identify issues of concern, works with them to resolve those concerns, facilitates community problem solving, takes enforcement action when appropriate.

Performs public safety functions at incidents that attract crowds.

Inspects and maintains police related equipment, facilities and uniforms to ensure proper function, use and appearance.

Works varied hours, holidays and weekends.

Complies with all organizational values, policies, procedures and all verbal and written instructions.

Participates in and complies with the Town drug and alcohol testing program.

Possesses and maintains a valid Colorado driver's license at the time of application, or has the ability to get one within a time period determined by the Town Marshal.

Remains on call when other members of the office are not.

Carries a cellular telephone and/or pager at all times.

Performs animal control duties as prescribed by the Town Marshal.

Performs other related duties as assigned by the Town Marshal.

QUALIFICATION REQUIREMENTS:

To perform this job satisfactorily, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the skills required to perform the essential duties well.

Knowledge of modern police principles, procedures, techniques and equipment.

General understanding of human nature, human problems and problem solving methods.

General knowledge of criminal history and significant criminal behavior issues.

Current basic first aid and CPR certification.

Proficient in English, written and spoken.

Ability to follow both verbal and written instructions, and the ability to issue clear, concise verbal and/or written instructions, and report operations both verbally or in written form to the Town Marshal.

Good employment history, good moral character and the ability to pass a background investigation.

Able to deal effectively with the public, and employ effective customer service skills.

Ability to establish and maintain effective working relationships with fellow employees and other agencies.

Ability to make judgment calls and decisions which pertain directly to the responsibilities of the job, and as clarified by the Town Marshal and the Mancos Marshals Office Policy Manual.

Demonstrated communication ability, problem solving skills and the ability to pass all phases of the selection process for the position.

Ability to function effectively over a long period of time and under a variety of conditions.

Ability to perform multiple tasks at relatively the same time.

Accuracy in performing typing, filing and record keeping duties. Ability to perform word processing and data entry tasks with accuracy. Ability to type 40 w.p.m. accurately.

Ability to perform work which occasionally requires good physical conditioning.

EDUCATION AND EXPERIENCE:

High School Diploma or General Education Degree (G.E.D.)

Colorado P.O.S.T. certified as a Level 1 Peace Officer

Law enforcement experience preferred.

COMMUNICATION SKILLS:

Ability to read, analyze and interpret common journals and legal documents related to law enforcement and public safety. Ability to respond effectively to general inquiries or complaints from citizens, other governmental agencies and members of the business community.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratios and percentages.

REASONING ABILITY:

Ability to solve practical/general problems and deal with a variety of situations and circumstances related to law enforcement and public safety. Ability to interpret a variety of instructions, whether verbal, written, in schedule form or a diagram or picture.

PHYSICAL DEMANDS:

The physical demands required for this position are representative of those that must be met by an employee to successfully perform the essential job duties described in this document. Employees shall be in and maintain physical conditioning to adequately perform their official duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit and stand, run, jump, crawl and use physical strength and endurance, as well as use hands to finger, handle, utilize and feel objects and tools, and manipulate objects or controls. The employee is regularly required to talk and hear well.

The employee must regularly lift and move up to 10 pounds, and on occasion up to 50 pounds. Specific vision capabilities required by this job include close vision, peripheral vision and ability to adjust focus. From time to time the employee will spend extended time with a computer monitor.

WORK ENVIRONMENT:

The work environment characteristics described in this document are representative of those an employee would encounter while performing the essential duties of this job. In performing the duties of this job, the employee works about half the time in an indoor environment and about half the time in an outdoor environment and motorized vehicle. The noise level varies from low to moderate.

I have received and reviewed the above information.

Signature