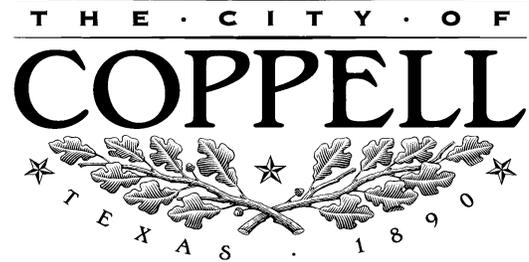


**Position:** City Marshal  
**Status:** Non-Exempt  
**Rev. Date:** January 1, 2011  
**Level:** 2



## **JOB DESCRIPTION**

### **Basic Function**

The City Marshal serves a critical role in ensuring the efficient operation of the City of Coppell Municipal Court and is primarily responsible for policing the Municipal Court, serving court-appointed documents, and duties related to the collection of funds. This employee also performs other administrative tasks related to court operations and also ensures the safety/safe transport of prisoners incarcerated to the jail. Regular attendance is an essential job function and this full-time employee regularly works an 8-5 shift, Monday-Friday with some additional hours weekly as a result of serving court documents, transferring prisoners or performing other administrative tasks.

### **Essential Job Functions**

- Serve as the Bailiff of the Municipal Court.
- Issue and serve City Of Coppell warrants and prepare and process all paperwork related to serving and clearing warrants.
- Safely transport prisoners.
- Issue failure to appear after court citations.
- Collect bond money from other cities for Coppell warrants.
- Serve City of Coppell summons.
- Facilitate information transfer to various areas of the Court which need that information.
- Engage in all aspects of the Warrant Department.
- Perform other related court operation duties as required, requested or instructed.

## **Technical Competencies**

Knowledge and ability to correctly apply professional/specialized expertise; skillfully manage information; properly use tools, equipment and technology; effectively allocate resources; proactively identify and resolve issues; consistently make sound decisions; correctly execute policy processes and procedures; strictly adhere to/enforce safety polices; consistently produce quality results; proactively plan and organize; consistently provide exceptional customer service.

## **Human Competencies**

**Motivation of Self & Others:** We demonstrate a core desire to serve the Public and the Organization through our commitment, passion, initiative and drive.

**Leadership of Self & Others:** We motivate, inspire and influence others to strive towards excellence by being participatory, positive, accountable, team focused, influential in goal achievement, and empowering.

**Service –Oriented:** We behave in a friendly and professional manner centering on a desire to address the needs of internal and external customers while respecting their rights and dignity by being people-oriented, helpful, understanding and compassionate.

**Trustworthy:** We earn the confidence of others by demonstrating both the character and the competence to fulfill our obligations with both integrity and honesty along with ethical, credible behavior.

**Relational:** We establish trust, cooperation, mutual respect and support with an objective to improve relationships by valuing diversity and being diplomatic/tactful, cooperative, empathetic, broadminded, flexible, respectful and compassionate/caring.

**Communication:** We exchange information and ideas in a manner which results in mutually supported decisions for the greater good by sharing thoughts & feelings, and through persuasiveness, assertiveness, empathic listening, conflict resolution and deliberating/debating.

**Emotional Maturity:** We demonstrate the ability to manage and monitor our emotions and to assess the emotional state of others by understanding stress management, balance and consistency.

**Development of Self & Others:** We are committed to improving the knowledge, skills, personal qualifications and performance of ourselves and others through coaching, counseling/discipline, delegation and self-development.

## **Conceptual Competencies**

**Organizational Awareness:** We are aware of the Organization's structure and culture for how we do business by understanding organizational structure, departmental impact on organization, interdepartmental relations, organizational culture, organizational development and leadership style.

**Global Awareness:** We stay informed of issues and trends that may impact the Organization by understanding intergovernmental relations, political awareness, and media/public relations.

**Community Awareness:** We have a sense of the community's culture and its impact on service delivery by understanding purpose of service, citizen/stakeholder expectations, demographics and branding.

**Professional Insight:** We thoroughly understand our particular professions and apply the principles and ethics required in the professions' service delivery by applying principles, professional ethics and by understanding futuring/profession trends, legal implications and resource planning.

**Innovation:** We successfully implement ideas that improve and/or add value to service delivery through creative thinking, risk taking, continuous improvement and by being quality minded and a change agent.

**Critical Thinking:** We actively and skillfully conceptualize, apply, analyze, synthesize, and evaluate information to reach a sound answer or conclusion by understanding issue/problem identification, analysis, consequences, and by balancing decision factors.

**Visioning:** We understand the future direction of the Organization and understand the efforts and processes needed to achieve it through goal setting and by following the mission/values

### **Physical Requirements**

The physical requirements for this position include: lifting and carrying files and paper materials weighing up to 5 pounds for a distance of up to 250 feet; walking a distance of up to 2 miles to serve warrants; employing various static and dynamic postures such as standing, walking, forward/side/overhead reaching, talking, hearing, near and far acuity, peripheral vision, sitting, twisting, turning, fingering, handling (gripping & grasping), crouching, squatting, kneeling, bending, stooping, and using color and depth perception in order to complete daily tasks.

### **Skills/Abilities**

The City Marshal should possess the following skills and abilities: ability to perform a variety of administrative/office-related tasks, including personal computer operation and data entry related to the administration of the Court; ensures compliance with all City of Coppell municipal and administrative guidelines; and the ability to interact courteously and diplomatically with the public under adverse conditions.

### **Knowledge**

The City Marshal must have a basic understanding of municipal and traffic codes, basic computer knowledge and teletype and court computer systems.

### **Experience**

A high school diploma or GED equivalent with a minimum of 30 college hours. A valid Texas driver's license and good driving record. Peace Officer certification with two years of full time employment with a Texas Law Enforcement agency required. The City Marshal must be able to safely and responsibly operate a police vehicle. The City Marshal must perform multiple tasks simultaneously and adapt to and handle continually changing situations, which require a variety of job duty requirements. The City Marshal must meet and maintain minimum standards of physical fitness, agility and endurance as established by T.C.O.L.E. for basic peace officer certification. This employee must have the ability to fluently read, write and communicate using the English language. Desirable qualifications also include bilingual communication skills.

### **Working Environment**

The City Marshal works mostly in a Municipal Court and office setting with other personnel. This position also will be exposed to other Cities and a variety of residences in order to serve warrants and summons.

### **Reporting Relationship**

The City Marshal reports directly to the Senior City Marshal and indirectly to the Municipal Court Administrator.

**In accordance with the ADA, the City Of Coppell is willing to consider any reasonable accommodation.**