

TITLE: Deputy Marshal - Sergeant

MAR/3

DEPARTMENT: Marshal's Office, Fayette County

JOB SUMMARY: This position is responsible for supervising and participating in the operations of an assigned watch.

MAJOR DUTIES:

- o Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- o Plans, schedules, and assigns work assignments; monitors assignments for compliance with departmental policies and goals.
- o Checks and approves reports.
- o Supervises and participates in the enforcement of county codes and ordinances.
- o Supervises and participates in patrolling parks and county properties.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of departmental and county policies and procedures.
- o Knowledge of state and local laws.
- o Knowledge of management and supervisory principles and practices.
- o Knowledge of county geography, streets, roads, and buildings.
- o Skill in planning, directing, and supervising the work of subordinate personnel.

SUPERVISORY CONTROLS: The Chief Marshal assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include departmental and county policies and procedures and state and local laws and ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied supervisory and law enforcement duties. The unpredictable nature of the work contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in the activities of an assigned watch. Success in this position contributes to enforcement of codes, ordinances, and laws.

PERSONAL CONTACTS: Contacts are typically with co-workers and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather. The work requires the use of protective devices such as masks, goggles, vests, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over an assigned watch of Deputy Marshals.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work

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under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o 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.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.