



**OPPORTUNITY
WITHIN THE
CITY OF LA MARQUE**

POSITION AVAILABLE: CITY MARSHAL/BAILIFF

GENERAL DESCRIPTION:	<ul style="list-style-type: none">• The City Marshal/Bailiff is a TCOLE certified Police Officer performing a variety of law enforcement responsibilities. Ensures security of the Court when in session, serves legal processes and Municipal Court Class "C" warrants, and transports prisoner(s). Responsible for contacting persons having outstanding Municipal Warrants owed the City of La Marque.
MINIMUM TRAINING/EXPERIENCE:	<ul style="list-style-type: none">• High School diploma or GED, supplemented by 24 – 36 months of specialized training; alternately,• Any equivalent combination of training and experience that provides the knowledge, skills, and abilities;• Possession of a valid Driver License issued by the State of Texas; and,• TCOLE Certification as a Peace Officer and less than full access (LTFA).
SALARY:	\$21.630 per hour
DEADLINE:	Open Until Filled

An application must be completed and may be obtained on the City's website at www.ci.la-marque.tx.us. Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below or faxed to 409-935-0401. The City of La Marque is an Equal Opportunity Employer (EOE)

City of La Marque
1111 Bayou Road
La Marque, Texas 77568



City of La Marque Position Description
City Marshal/Bailiff
Judicial Department

Title: City Marshal/Bailiff

Grade Level:

Department: Judicial

FLSA Status: Non-Exempt

Reports To: Court Administrator

Job Summary

The City Marshal/Bailiff is a TCOLE certified Police Officer performing a variety of law enforcement responsibilities. Ensures security of the Court when in session, serves legal processes and Municipal Court Class "C" warrants, and transports prisoner(s). Responsible for contacting persons having outstanding Municipal Warrants owed the City of La Marque.

Essential Functions (Must be performed with or without accommodations)

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
 - Attendance Policy
 - All Safety Policies and Procedures
 - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments);
- Assists Municipal Judge(s), Prosecutor, and Court Administrator in court operations:
 - Serves as Court Bailiff;
 - Provides security while court is in session and enforces courtroom rules of behavior; and,
 - Oversee physical maintenance of the courtroom, including seating arrangements and equipment setup,
- Conducts research on Driver License, vehicle license plates, current addresses and telephone numbers to ensure accurate up-to-date records; Makes telephone calls to contact individuals as necessary;
- Arrests persons with outstanding warrants.
- Researches names, addresses and places of work for wanted persons to locate them for arrest.
- Assists with court operations as needed (act as bailiff, etc.)
- Remains current with all training and licenses required by the State or City for the position.
- Become familiar with and serves civil process as required by Municipal Court.
- Uses problem solving skills, creativity, and innovative approaches to identify concerns, present options for courses of action, identify resources, plan for implementation of desired changes and evaluate success.
- Coordinates information and resources among other department employees, public and private agencies and citizens regarding problems and solutions.
- Demonstrates and maintain the ability to communicate effectively, both orally and in writing.
- Demonstrates and maintains the ability to analyze situations and adopt a quick, effective and reasonable course of action. This includes the ability to remain calm, composed, undistracted and in full control of cognitive abilities while functioning appropriately in hostile, dangerous or fearful situations that require force, up to and including deadly force.
- Maintains rational, cognitive decision-making abilities and self-control in situations or environments that may be personally offensive or which involve considerable stress, danger, personal risk, violence or hostility. This includes the ability to exercise restraint when verbally or physically provoked.
- Demonstrates and maintains the ability to lift, drag, push or pull people or objects, and the ability to use restraining devices and hands/feet for self-defense.
- Maintains state required proficiency with a firearm and all other T.C.O.L.E. mandated annual training.
- Demonstrates and maintains the ability to walk, run, jump or dodge obstacles, climb stairs, fences and ladders in pursuit of fleeing suspects.
- Conducts him/herself in accordance with high ethical standards, both on and off duty.
- Maintains an acceptable level of competence, professionalism, and ability to ensure duties are performed as outlined in this job description.
- Efficiently manages work time to accomplish assigned goals.
- Provides Court Administrator weekly and monthly reports of warrants worked, collection calls, and monies collected;



City of La Marque Position Description
City Marshal/Bailiff
Judicial Department

- Organizes and executes warrants issued by Municipal Court, visits addresses to locate wanted individuals;
- Maintains the Municipal Court's database utilizing the South East Texas Criminal Information Center (SETCIC);
- Accountable for assuring the accuracy of warrant information, removing cleared warrants from the database, thereby, alleviating the City's liability for false arrest claims on cleared warrants;
- Incumbent is on call 24/7;
- Exercise considerable judgment in determining releasing prisoners on Personal Recognizance Bond, approving payment plans for persons in custody on Municipal Warrants, when requested;
- Exercise considerable judgment in designating the eligibility of Jail Trustees;
- Locates and personally serves subpoenas to witness, parents of juvenile offenders, and other persons unable to contact via telephone or mail;
- Maintains current and up-to-date knowledge of the laws and legislation bearing on work activities; and,
- All other duties as assigned.

Education, Training, and Experience

- High School diploma or GED, supplemented by 24 – 36 months of specialized training; alternately,
- Any equivalent combination of training and experience that provides the knowledge, skills, and abilities;
- Possession of a valid Driver License issued by the State of Texas; and,
- TCOLE Certification as a Peace Officer and less than full access (LTFA).
- Must be current with all state required training.
- No pending disciplinary actions or open investigations.
- Must be able to work efficiently in the field without direct supervision.

PHYSICAL REQUIREMENTS:

1. Must be able to lift, drag, push, pull or carry people or objects in excess of 200 pounds.
2. Must be able to walk, run, jump or dodge obstacles, climb stairs, fences and ladders in pursuit of fleeing suspects.

EMERGENCY OPERATION CLASSIFICATION: TIER 1 Essential: Employees with specific responsibilities who remain in the City on the job alternatively, at a designated location during an emergency.

The City of La Marque is an Equal Opportunity Employer of Qualified Individuals
(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date