



Sergeant – Marshal's Office Marshal's Office

MAR/2 - 797

JOB SUMMARY

This position is responsible for supervising and participating in the operations of the Marshal's Office and Code Enforcement, and performs the duties of the Investigator, Training Officer, and Terminal Agency Coordinator (TAC).

MAJOR DUTIES

1. Trains, assigns, directs, supervises, evaluates, and disciplines personnel.
2. Plans, schedules, and assigns work assignments; monitors assignments for compliance With departmental policies and goals.
3. Performs alcohol testing on prospective and current county employees. Administers the county's Substance Abuse Program.
4. Supervises and participates in the enforcement of county codes and ordinances.
5. Supervises and participates in patrolling parks and county properties.
6. Assists the Chief Marshal by managing day to day operations and answering requests for information from various sources when the Chief Marshal is unavailable.
7. Assists the Chief Marshal in the development of policy, procedures, and regulations.
8. Assists the Chief Marshal in the preparation of the departmental operating budget.
9. Researches and acquires departmental supplies and equipment in accordance with the departmental and county policies.
10. Assist the Chief Marshal in the oversight of the county video surveillance system.
11. Investigates violations of federal or state laws, zoning ordinances, county codes; performs pre-employment background investigations; investigates employee misconduct; coordinates activities with other law enforcement departments and agencies.
12. Prepares reports for record keeping or legal prosecution; prepares memoranda, letters, and other forms for distribution to law enforcement agencies, other departments, and the general public.
13. Researches and devises lesson plans for in-service training.
14. Maintains training records for each officer.
15. Remains up-to-date knowledge of Georgia POST rules and requirements.
16. Performs the duties of the Terminal Agency Coordinator (TAC) in association with the laws and rules set forth by the Georgia Bureau of Investigation.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of departmental and county policies and procedures.
2. Knowledge of county fiscal and budgetary procedures.
3. Knowledge of crime scene procedures, interview and interrogation techniques, and evidence collection and documentation standards.
4. Knowledge of POST certification standards and regulations.
5. Knowledge of state and local laws.
6. Knowledge of management and supervisory principles and practices.
7. Knowledge of county geography, streets, roads, and buildings.
8. Skill in planning, directing, and supervising the work of subordinate personnel.
9. Skill in the operation of breath alcohol devices.
10. Skill in the development and implementation of training programs.

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 POST certification guidelines, departmental and county policies and procedures and state and local laws and ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and law enforcement duties. The unpredictable nature of the work contributes to the complexity of the position.
- The purpose of this position is to train department personnel to supervise and participate in the activities of an assigned watch. Success in this position contributes to a well-trained department enforcement of codes, ordinances, and laws.

CONTACTS

- Contacts are typically with co-workers, other law enforcement personnel, court personnel, civic leaders, elected, and appointed officials, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 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.
- 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 (2) and Code Enforcement Officers (2).

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.
- Possession of Georgia Peace Officers Standards and Training Basic Peace Officer Certification.
- Completion of Georgia Officers Standards and Training Council General and Firearms Instructor Certification.
- Completion of Georgia Crime Information Center CJIS Network Operator certification within thirty (30) days of employment.
- Possession of Terminal Agency Coordinator (TAC) Certification.

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 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

- 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.
- 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.
- 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.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.