



Deputy Marshal
Marshal's Office

MARS/3 - 798

JOB SUMMARY

This position is responsible for participating in law enforcement activities, including patrolling, responding to calls for service, and minor investigations.

MAJOR DUTIES

1. Responds to calls for service, including hunting or fishing complaints and zoning or ordinance complaints.
2. Performs alcohol testing on prospective and current county employees. Administers the county's Substance Abuse Program.
3. Conducts safety and security checks on county properties; checks for proper fishing and hunting licenses and proper boat registration; notes damages to property or potential safety hazards; monitor areas for violations of laws or ordinances and takes appropriate action.
4. Prepares incident reports; enters citations into computer; maintains vehicle maintenance logs; updates court case dispositions.
5. Answers telephone and greets visitors; provides information and assistance.
6. Delivers county documents.
7. Serves county citations.
8. Attends court proceedings as necessary.
9. Assists other county departments with investigations, citation issuance, and citation service as needed/requested.
10. Assists other law enforcement agencies and jurisdictions with investigations and calls for service as needed/requested.
11. Development of positive relationships between visitors and citizens of Fayette County and the Fayette County Marshal's Office through community policing.
12. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of departmental and county policies and procedures.
2. Knowledge of state and local laws as well as county ordinances and zoning regulations.
3. Knowledge of law enforcement and criminal investigation techniques and tools.
4. Knowledge of county geography, streets, roads, and buildings.
5. Skill in the operation of assigned vehicle and equipment.
6. Skill in the preparation of required reports.

SUPERVISORY CONTROLS

The Chief Marshal assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, 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 are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related law enforcement duties. The unpredictable nature of the work contributes to the complexity of the position.
- The purpose of this position is to participate in the enforcement of laws and ordinances. Success in this position contributes to the enforcement of codes, ordinances, and laws.

CONTACTS

- Contacts are typically with co-workers, other law enforcement personnel, court personnel, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and occasionally 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 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

None.

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.
- Completion of Basic Peace Officer Certification through Georgia Peace Officer Standards and Training Council.
- Completion of Georgia Crime Information Center CJIS Network Operator Certification within thirty (30) days of employment.
- Completion of Breath Alcohol Technician (BAT) 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

- 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

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.
- 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.