

City of Groves

Job Description

Police

Deputy Marshal

NATURE OF WORK

- Work involves responsibility for the protection of life and property, prevention of crime and enforcement of laws and ordinances. An employee of this class may be assigned to uniformed patrol, traffic control, criminal investigation or other specialized departmental activities.
- Employee must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations and discussions.

ESSENTIAL FUNCTIONS OF WORK (May not include all duties performed.)

- Patrols the City of Groves; enforces vehicle and traffic laws; makes police presence known in a manner that contributes toward the deterrence of law violations.
- Answers calls and radio complaints involving automobile accidents, misdemeanors and felonies; locates and questions witnesses; issues citations and makes arrests as required by circumstances.
- Investigates accidents and crime scenes; collects physical evidence; investigates assigned cases until cleared or declared inactive.
- Establishes traffic control at parades, processions, demonstrations and any other incidents which may attract crowds.
- Checks and reports on faulty street lights, signs, road surfaces and other equipment or facilities which serve the public.
- May process and transport prisoners upon admission.
- Maintains required records and prepares accident, offense, arrest and follow-up reports, as necessary.
- Performs related work as required.

REQUIREMENTS OF WORK

- Knowledge of applicable state statutes, including laws of arrest.
- Ability to deal firmly and courteously with the public.
- Ability to establish and maintain effective working relationships with others.
- Ability to communicate effectively, orally and in writing.
- Ability to walk, jump, run and maneuver on uneven terrain, on stairs and/or around obstacles in pursuit of suspects.
- Ability to use firearms, handcuffs, baton, flashlight, spotlight, radar unit and other regular and special police equipment as assigned.
- Ability to control/restrain a resisting suspect and effect an arrest.

NECESSARY SPECIAL REQUIREMENTS

T.C.L.E.O.S.E. certification as Texas Peace Officer.

Possession of a valid Texas Driver's License.

One (1) year criminal justice experience or a college degree in a police related field preferred.

Each employee of the City of Groves is identified by the City to be part of the emergency response team before, during and/or after any emergency or disaster. Essential personnel are required to work before, during and/or immediately after an emergency or disaster.

REPORTS TO

Sergeant