



Fulton County, Georgia

Classification Specification

DEPUTY MARSHAL (419017)

Purpose of Classification:

The purpose of this classification is to provide specialized court-related law enforcement services to the State and Magistrate Courts and the citizens of Fulton County. Responsibilities include enforcing federal and state laws and local ordinances, serving civil documents, executing eviction writs, making arrests on criminal warrants, and providing court-related law enforcement services. This classification is distinguished from Deputy Marshal, Corporal in that this class is an entry-level position and possesses a lesser degree of law enforcement experience, whereas the latter possesses a greater degree of law enforcement experience and provides guidance, advice, and one-on-one training to the Deputy Marshal and oversees a specifically assigned geographical area or departmental function as required. Incumbent in this class works night and weekend shifts as required.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Enforces federal and state laws and local ordinances and makes necessary arrests: enforces criminal and traffic laws; investigates suspected offenses and interviews victims and/or witnesses; analyzes evidence and statements to determine if probable cause exists to arrest suspect; arrests suspect utilizing lawful techniques, including force, if necessary; issues citation to suspect in lieu of making custodial arrests; restrains and transports suspect after arrest; performs searches to detect weapons, escape tools, and evidence of crime; transports suspect to the Fulton County Jail and transfers custody of suspect to jail personnel; executes criminal arrest warrants; receives and reviews warrants to ensure conformity to legal standards; records receipt of criminal warrants; reviews criminal history for defendant, if available.

Executes Writs of Possession: receives and reviews Writs; verifies proper issue; schedules date and time for execution with plaintiff; communicates labor crew requirements; attempts contact with defendant; enters property that is subject of Writ and conducts protective sweep; escorts defendant from location and supervises ejection crew as possessions are removed from location; and records results of eviction and prepares/files appropriate documentation.

Serves civil processes and interprets and effects court orders, levies, and attachments: reviews and interprets civil documents to ensure conformity to legal standards; identifies errors and returns document(s) to Clerk's office for correction; records receipt of and routes delivery for service; drive to address provided and attempt service of document; determines appropriate type of service and serves civil document if defendant or resident of suitable age is present; if served, completes Entry of Service and returns it to Clerk's office.

Serves as Bailiff and provides security for Fulton County State and Magistrate Courts: supervises jurors; and assists and interacts with general public to provide court-related services.

Communicates with departmental staff, other law enforcement agencies, and the general public utilizing voice, telephone, radio, facsimile, and computer data links.

Responds to calls for assistance from other law enforcement agencies.

Operates vehicles to carry out supervisory directives as required.

Receives general instructions on daily activities from assigned supervisor.

Performs traffic duty as required.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

High School Diploma or GED required, supplemented by vocational or technical training in criminal justice or a related field; supplemented by one year of work experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license; Georgia Peace Officer Standards and Training (POST) Certification; and completion of annual retraining required by State law.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving high risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, explosives, firearms, water hazards, violence, disease, or rude/irate individuals.

Fulton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.