

**Job Title: Marshal**

**Department: Sugar Hill Marshal's Office**

**Reports To: Chief Marshal**

**Employee Type: Full Time**

**FLSA Status: Non-Exempt**

**Salary: \$55,000.00/yr**

**Job Duties**

***Job Summary:***

Responsible for compliance with all departmental policies and procedures, as well as State and Federal laws and regulations, and for achieving the primary/fundamental goals and objectives of maintaining law and order, preventing crimes, protecting life and property, and assuring that all services are delivered in a safe, effective, professional, timely, and efficient manner.

***Job Duties:***

Arrests any suspects found in the commission of crimes; completes arrest reports and transports suspects to detention facilities; attempts to arbitrate disputes.

Writes reports on various calls answered indicating the natures of calls and any findings at the scenes; attends public gatherings to maintain order.

Prepares evidence for issuance of warrants; serves warrants if applicable, advises all suspects of their rights; assures the chain of custody of evidence is kept; testifies in court as necessary.

Writes reports on results of investigations, completes incident and accident reports, or other official documents as necessary; files all reports to appropriate supervisor.

Administers CPR and first aid when appropriate; answers any questions from the public.

Assists and gives directions to motorists; removes debris from the roadways; provides direction during community events as necessary; occasionally directs traffic at community events.

Inspects assigned department vehicles used for road safety by checking tire pressure and depth, oil, fuel, and reporting any unusual occurrences to the maintenance personnel and their supervisor.

May be required to perform the following physically demanding tasks to effectively perform job duties:

- \* Walk for extended periods while on foot patrol
- \* Sprint for short distances
- \* Run in long pursuits lasting over 2 minutes
- \* Run up and down stairs
- \* Push heavy objects
- \* Jump over and around obstacles
- \* Lift and carry heavy objects sometimes up and down stairs
- \* Use hands and feet in use of force situations
- \* Use physical force in short and long term (greater than 2 minutes) to effect an arrest or defend self or third party.
- \* Bend and reach
- \* Drag people and/or objects

Patrols assigned districts, to include the City parks and the Business District, to assure all laws are enforced by checking homes, businesses, and cars for any signs of criminal activity such as broken windows and unlocked doors.

Answers any calls from the public requesting assistance in burglaries, domestic violence, or any other situation meriting a response by law enforcement authorities.

Receives and documents all complaints about illegal activities in City parks; initiates preliminary investigations of such complaints and issues progress reports to superior officers.

May be assigned to train new officers on the techniques and policies of the department.

Conducts rounds of the downtown businesses, shopping centers, and parking lots on foot; walks in stores and makes as much contact with the public as possible to maintain good public relations; gives directions to public and motorists as the need arises.

Investigates unusual crowds and behavior, and searches for perpetrators of these activities.

Enforces parking ordinances in downtown Sugar Hill and performs other duties to improve traffic flow and parking availability in the City and to act as liaison between the Marshal and local business people and the public.

Maintains traffic safety by stopping unsafe motorists, impaired drivers, and speeding vehicles; issues citations or arrests drivers and impounds vehicles; reports malfunctioning signals or damaged and missing traffic control signs to the central communications center when applicable.

Provides law enforcement services to the public at Sugar Hill City Hall.

Provides courtroom security during Municipal Court sessions.

Work closely with other Law Enforcement Agencies.

**Minimum Qualifications**

***Education and Experience:***

High School Diploma or G.E.D.

Preferred 5 years' experience as Law Enforcement Officer

***Licenses and Certifications:***

Georgia Peace Officer Standards and Training (POST) Basic Law Enforcement Certification required.

Valid Georgia Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

***Knowledge, Skills, and Abilities:***

Knowledge of all pertinent federal, state, and city laws pertaining to law enforcement to include game and fishing laws.

Knowledge of investigation procedures and techniques.

Knowledge of Department rules and regulations.

Knowledge of first aid and CPR.

Ability to analyze situations quickly and objectively to determine the proper course of action.

Ability to cope with situations tactfully, firmly, courteously, and with respect for the rights of others.

Ability to react quickly and calmly in emergency situations.

Ability to communicate effectively, both orally and in writing.

Ability to interpret established rules, regulations, and policies and procedures.

Skill in the use of firearms.