

JOB ANNOUNCEMENT
CITY OF SAN ELIZARIO DEPUTY MARSHAL (POLICE OFFICER)

Job Location: City of San Elizario, Texas

Job type: Full-time (40) hours a week

Compensation: \$25 per hour, plus \$200 a month medical allowance with proof of insurance coverage.

Job Summary: Assigned as a patrol officer. The Deputy Marshal shall enforce laws of the United States, the State of Texas, and ordinances of the City of San Elizario as well as preserve the public peace.

Supervision Received: Work is performed under the general direction of the City Marshal.

Essential Job Functions:

1. Responsible for the appropriate enforcement of laws and ordinances, preservation of life, and preservation of public peace. 2. Conducting and maintaining criminal investigations. 3. Develops and maintains a positive and close working relationship with the citizens and business owners of the city. 4. Protects lives, property, and individual rights. 5. Provides general police service to the public where appropriate. 6. Prevents and detects crimes. 7. Apprehends offenders including traffic. 8. Exercises authority within the guidelines of his or her authority. 9. Coordinates and facilitates work efforts of contracted law enforcement agencies particularly the El Paso County Sheriff's Office. 10. Responds to all assignments in an expeditious manner within departmental policy. 11. Completes accurate details of reports, incidents, arrests, accidents, and all other calls related to his or her duty. 12. Accurately records all evidence and property coming into his or her custody and fills out chain of custody paperwork accordingly. 13. Conducts him or herself in a manner consistent with high ethical standards. 14. Performs other related police duties as assigned by proper authority.

Minimum Qualifications:

Three (3) years progressive experience as a Texas Peace Officer. TCLEOSE Intermediate peace officer license. Ability to pass an extensive background investigation. Valid Texas driver's license. A community police oriented mindset.

Knowledge, skills, and abilities required:

Ability to work evening and night shift schedules on various weekends and holidays. Ability to develop a positive and professional working relationship with citizens and business owners. Knowledge in local, state, and federal government practices and procedures and applicable state and federal laws and regulations. Skill to establish and maintain professional and effective relationships with external publics/vendors, internal management, non-management employees, city and other government officials. Skill to communicate effectively, both verbally and in writing. Ability to effectively communicate technical information to varying audiences; coordinate multiple tasks and deadlines. Ability to organize data. Ability to establish and maintain effective working relationships. Ability to communicate effectively with the public. Ability to multi-task. Ability to manage stress level in emergency situations.