

JOB ANNOUNCEMENT

CITY OF SAN ELIZARIO DEPUTY MARSHAL (POLICE OFFICER)

Job Location: City of San Elizario, Texas

Job Type: Full-Time (40) hours a wk

Compensation: Up to \$25 per hour (depending on experience & type of P.O. License), plus a \$200 a month medical allowance with proof of insurance coverage.

Job Summary: The City of San Elizario Marshal's Office is looking for an ethical, dedicated, and responsible Police Officer to serve as a Deputy Marshal. The Deputy Marshal enforces laws of the United States, the State of Texas, and city ordinances. The Deputy Marshal will maintain law and order, protect members of the community and their property, prevent crime, and help improve the overall safety and welfare of its citizens.

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 services and education to the public when appropriate. 6. Prevents and detects crimes. 7. Executes arrests, searches, and seizures within the guidelines of his or her authority as set out by the Code of Criminal Procedures. 9. Coordinates and facilitates work efforts of contracted law enforcement agencies particularly the El Paso County Sheriff's Office. 10. Works together with other local and federal agencies. 11. Responds to all assignments in an expeditious manner within departmental policy. 12. Completes accurate reports of incidents, arrests, accidents, and all other calls related to his or her duty. 13. Accurately records all evidence and property coming into his or her custody using proper chain of custody. 14. Conducts himself or herself in a manner consistent with high ethical standards. 15. Performs other related police duties as assigned by proper authority.

Minimum Qualifications: Texas Peace Officer License. High School Diploma. Eligible to work in the United States. Valid Texas Driver's License. Previous law enforcement or military experience preferred (not mandatory). A community police oriented mindset. Ability to pass an extensive background investigation.

Knowledge, Skills, and abilities required: Ability to work evening and night shifts schedules to include working on 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. Skills to establish and maintain professional and effective relationships with external public/vendors, internal management, non-management employees, city and other government officials. Skills 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 with an emphasis in Spanish. Ability to multi-task and manage stress in emergency situations.