

**VILLAGE OF MAGDALENA
POSITION DESCRIPTION**

TITLE: Deputy Marshal

EMPLOYMENT TERM: Full Time

DEPARTMENT: Law Enforcement

EXEMPT/NON-EXEMPT: Exemption for Police Officers

FUNDING SOURCE: General Fund

QUALIFICATIONS:

1. High School Diploma or GED
2. Is at least 18 years of age
3. Must be a certified officer or must complete training equivalent to the certification standards of the New Mexico Law Enforcement Academy and be able to meet the police officer hiring standards for the State of New Mexico under the New Mexico Law Enforcement Academy and New Mexico State Statutes within 12 months of appointment.
4. Possesses a valid driver's license;
5. Has not been convicted or pled guilty to or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding application, to any violation of any federal or state law or local ordinance relating to aggravated assault, theft, DWI, controlled substances or other crime involving moral turpitude and has not received a dishonorable discharge from the armed forces;
6. Must undergo a complete physical and psychological evaluation by a licensed physician and certified psychologist upon hiring;
7. Is of good moral character;

ADDITIONAL PREFERENCES:

1. Twelve months or more of related experience

SUPERVISED BY: Marshal

SUPERVISES: None

PAY RANGE: Grade E on entry without Officer Certification, Grade H with Officer Certification contingent upon appropriations by the Board.

WORKING HOURS: Works 8 hour or longer shifts as determined by supervisor.

LUNCH HOUR: One hour (flexible)

POSITION GOAL: To enforce local, state and federal codes, ordinances and laws to protect life and property in the Village of Magdalena.

DUTIES & RESPONSIBILITIES:

1. Following Standard Operating Procedures:
 - a. Enforces local, state and federal codes, ordinances and laws; answers emergency and non-emergency calls for assistance from 911 and from the Marshal's dispatcher, providing assistance to the public.
 - b. Performs inspections with follow-ups, reviews and re-inspections, including issuing citations for code/ordinance non-compliance, preparing court case files, appearing in court, obtaining/serving warrants and subpoenas and other documentation as required by policy and procedures.
 - c. Conducts detailed investigations for suspected criminal activity/acts, including securing crime scenes, collecting evidence, interviewing witnesses and suspects/offenders, and completing detailed reports.
2. Communicates with Village residents regarding complaints/issues relating to emergency and non-emergency calls for assistance; resolves issues or refers persons to appropriate personnel for handling; prepares daily activity reports.
3. Maintains agency vehicles, including cleaning, scheduling maintenance, and performing daily inspections to ensure optimal functioning of equipment.
4. Assists with traffic control as needed to provide for safe and convenient flow of vehicular and pedestrian traffic within the community; assists with traffic accidents, enforces traffic laws, reports unsafe road conditions to appropriate personnel.
5. Performs clerical tasks related to the position, including maintaining records of daily activities, and performing data entry to prepare periodic reports and incident case cards.

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- 6. Attends staff meetings to exchange information; attends technical or professional classes or workshops to maintain certification.
- 7. Participates in on-call program as required.

EVALUATION: Will be evaluated in accordance with the Village of Magdalena policies and procedures.

ADVANCEMENT OPPORTUNITY: Promotion is dependent on experience, certification, job training availability, job performance, seniority and job opening.

BOARD APPROVED: December 14, 2015

CERTIFICATION

"I have carefully reviewed the above description of the qualifications, duties and responsibilities of this position and certify acceptance of this description as complete and accurate.

_____ Employee _____ Date