



Career Service Authority

County Court Marshal Supervisor

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GENERAL STATEMENT OF CLASS DUTIES

Participates in and performs supervisory responsibilities over County Court Marshals performing fugitive investigations and locating individuals and serving legal notices; supervises the planning and execution of tactical arrest plans for wanted persons.

DISTINGUISHING CHARACTERISTICS

The County Court Marshal Supervisor is distinguished from the *County Court Marshal*, which acts as special police officer for Denver County Court by performing fugitive investigation on individuals who failed to appear for court or comply with judicial orders; locating individuals and serving legal notices issued by the Traffic, Criminal, and General Sessions and Civil Divisions of Denver County Court; coordinating, implementing, and executing arrest attempts; and transporting arrestees.

The County Court Marshal Supervisor is also distinguished from the *Court Staff Supervisor*, which coordinates and supervises support personnel for the County Court and related purchasing, personnel, information, or report processing.

Finally, the County Court Marshal Supervisor class is distinguished from the *Deputy Sheriff Sergeant*, which performs supervisory duties over Deputy Sheriffs who work in a specialized unit or who provide security, care, custody, and safety of prisoners and the public in detention, medical, court, and transportation settings.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more County Court Marshals.

ESSENTIAL DUTIES

Supervises County Court Marshals performing fugitive investigations and locating individuals and serving legal notices; supervises the planning and execution of tactical arrest plans for wanted persons.

Oversees the security functions in County Court locations not located in the City and County Building, which includes working directly with the security provider to ensure issues are addressed in a timely fashion, equipment is working properly, and contractual obligations are being met.

Confirms a warrant or mittimus as still current then performs investigations on the whereabouts and known associates of the wanted person and reviews the criminal history and any other documentation needed to make the arrest.

Coordinates and implements arrest attempts of wanted persons, which includes evaluating potential risk factors that may arise in the arrest attempt, developing tactical plans in order to safely execute the arrest, and executing the arrest plan by leading a team comprised of other marshals and police officers from various agencies.

Performs background checks for all potential new hires, conducts hiring interviews and selects candidates for job openings.

Trains new staff members, familiarizes staff with appropriate laws, policies, regulations, and procedures, and ensures that work conforms to standards, regulations, and laws; acts as CCIC coordinator for the Court by maintaining proper training and certification for all users of CCIC.

Develops or modifies work plans, methods, and procedures and determines work priorities. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Investigates all incidents of use of force by employee to ensure proper procedures are followed and individuals' rights are not violated; receives, investigates and resolves complaints made by citizens regarding conduct of employees; educates the public as to county court and law enforcement policies and procedures, when necessary.

Develops the performance enhancement plan, documents performance, provides performance feedback, and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written response. Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Develops and maintains working relationships and open lines of communications with other local law enforcement agencies.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others, and facilitates an open exchange of ideas.

Problem Solving – Identifies and analyzes problems, uses sound reasoning to arrive at conclusions, finds alternative solutions to complex problems, and distinguishes between relevant and irrelevant information to make logical judgments.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Writing – Expresses facts and ideas in writing in a succinct and organized manner.

Reading – Understands and interprets material including technical information, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written materials to specific situations.

Leadership – Inspires, motives, and guides others toward goals, coaches, mentors, and challenges staff, adapts leadership styles to various situations, and models high standards of honesty, integrity, trust, openness, and respect for individuals by applying these values daily.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

Supervising a Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among diverse persons.

Interpersonal Skills – Considers and responds appropriately to the needs, feelings, and capabilities of other and adjusts approaches to suit different people and situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Self-Management – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Team Building – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Decision Making – Specifies goals and obstacles in achieving goals, generates alternatives, considers risks, evaluates and chooses the best alternative in order to make a determination, and draws conclusions or solves a problem.

Communicating with Persons outside Organization – Communicating with people outside the organization and represents the organization to customers, the public, government, and other external sources. This information can be exchanged in-person, in writing, by telephone, or e-mail.

Skill in applying various municipal ordinances, state statutes and constitutional laws that relate to the issue of search/seizure.

Skill in dealing with individuals who have a propensity for violence to include the mentally ill.

Knowledge of the laws, policies, and procedures regarding the service of legal processes sufficient to be able to perform duties without violating an individual's rights or compromising the county's legal standing.

Knowledge of safety hazards and necessary safety precautions and accepted police officer safety tactics sufficient to be able to establish a safe working environment for self and others.

Knowledge of the procedures/techniques related to exposure to combative subjects, firearms, edged weapons and blood borne pathogens must be practiced at all times.

Knowledge of the legal procedures and techniques regarding arrests sufficient to be able to arrest individuals without violating their rights or compromising the county's legal standing.

Knowledge of the procedures/techniques of transporting arrestees sufficient to be able to avoid physical harm or liability to any parties involved.

Knowledge of the laws/policies/procedures regarding emergency driving sufficient to be able to safely and effectively perform the duties of a first responder when applicable.

Skills in utilizing communication equipment to communicate information to other officers and the Denver Police Department Combined Communication Center.

Skill in reacting calmly and effectively in emergency or stressful situation.

Physical Demands:

Sitting: Remaining in the normal seated position for extended periods of time

Carrying: Transporting an object, usually by hand, arm or shoulder.

Climbing: Ascending or descending objects usually with hands/feet.

Reaching: Extending the hand(s) and arm(s) in any direction.

Running: Moving about on foot at a fast pace for extended distances.
Handling: Seizing, holding, grasping, or otherwise working with hands.
Fingering: Picking, pinching, or otherwise working with fingers.
Talking: Expressing or exchanging ideas by means of spoken words.
Hearing: Perceiving the nature of sounds by the ear.
Repetitive Motions: Making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: Performing work through the use of two or more.
Near Acuity: Ability to see clearly at 20 inches or less.
Depth Perception: Ability to judge distance and space relationships.
Field of Vision: Ability to see peripherally.
Accommodation: Ability to adjust vision to bring objects into focus.
Color Vision: Ability to distinguish and identify different colors.
Static Strength: Required to wear body armor and carry duty weapons and other equipment weighing up to 30 lbs.
Lifting: Raising or lowering an object of 25 to 50 lbs. from one level to another.
Standing: Remaining on one's feet in an upright position
Walking: Moving about on foot.
Pushing: Exerting force upon an object so that it is moving away.
Pulling: Exerting force upon an object so that it is moving to the person.
Balancing: Maintaining body equilibrium to prevent falling over.
Stooping: Bending the body by bending spine at waist.
Kneeling: Bending legs to come to rest on one or both knees.
Crouching: Bending body downward and forward by bending legs.
Crawling: Moving about on hands and knees or hands and feet.

May be required to physically subdue violent persons and chase persons on foot to apprehend them.

Required to carry lethal and less-than-lethal weapons and must qualify in the use of those weapons.

Employs a continuum of force when necessary to maintain order in the court of assigned duties.

Working Environment:

May be exposed to conditions where there is danger to life, body, and/or health.
May be exposed to infections and contagious diseases.
May be exposed to the risk of blood borne pathogens.
May be exposed to hazardous anesthetic agents, bodily fluids, and wastes.
May be exposed to unpleasant elements (accidents, injuries, and illness).
May be exposed to sufficient noise to cause distraction or possible hearing loss.
May be exposed to adverse weather conditions.
Contact with defendants and public under a wide variety of circumstances.
Subject to varying and unpredictable situations.
Handling emergency and/or crisis situations.
Makes home and business visits where there is a potential danger to life.
Subject to many interruptions and long, irregular hours.

Education Requirement:

Associate Degree in Criminal Justice, or a related field.

Experience Requirement:

Three years of experience at the type and level of County Court Marshal or an equivalent type and level of experience.

Education/Experience Equivalency:

Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Additional appropriate type and level of education may be substituted for the minimum experience requirement on a one year for one year basis.

Licensure and/or Certification:

Possession/maintaining of a valid driver's license at the time of application and during the employment.

Possession of a current Colorado Peace Officer Standards and Training (P.O.S.T.) certification issued by the POST Board of the Colorado Attorney General's Office at the time of application.

Possession/maintaining firearms qualification.

Possession/maintaining Taser Certification.

Possession/maintaining arrest control certification.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/22/2009

REVISED BY: Melissa Palmer

CLASS HISTORY

08/05 - Class spec was revised in order to expand the experience requirement.

12/06 - Class spec was updated and revised. The Colorado P.O.S.T. cert issued by the P.O.S.T. Board of the Colorado Attorney General's Office was added.

10/07- Class spec was updated including Essential Duties and Licensure/Certification.

02/2009 – The General Statement of Duties, Essential Duties, Competencies, and Minimum Qualifications were updated to reflect changes in job duties.