



Career Service Authority
County Court Marshal

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

The County Court Marshal is distinguished from the *Deputy Sheriff*, which performs entry-level to full performance level protective services work for Denver County by providing for the security, care, custody, and safety of Denver County prisoners and the public in detention, medical, court, and transportation settings.

The County Court Marshal is also distinguished from the *County Court Marshal Supervisor*, which 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised:

None

ESSENTIAL DUTIES

Manages assigned investigatory caseload of persons named in legal process issued by the Traffic, Criminal, and General Sessions Divisions of Denver County Courts including bench warrants, mittimuses, summons, complaints, subpoenas, and citations.

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, when necessary, police officers from various agencies.

Maintains and prioritizes case files and prepares activity records reports.

Provides assistance to the Denver Police Department by responding to emergency calls, assisting with motor vehicle accidents and fights, securing scenes for officers calling for help, rendering first aid, directing traffic, etc.

Performs other related duties as assigned or requested.

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, Knowledge & Skills:

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

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

Decision Making – Specifies goals and obstacles in achieving goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make determinations, draw conclusions, or solve problems.

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.

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

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Diversity – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

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.

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

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.

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

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.

Communicating with Persons Outside Organization – Communicates with people outside of 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.

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 course 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:

Graduation from high school or possession of a GED Certificate is required in addition to completion of a Colorado Peace Officers Standards and Training (POST) approved police academy.

Experience Requirement:

Two years of law enforcement experience.

Education/Experience Equivalency:

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: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 02/22/2009

REVISED BY: Melissa Palmer

CLASS HISTORY

8/2005 - This class specification was revised in order to expand the experience requirements.

12/2006 – This class was updated and revised. The Colorado P.O.S.T. certification issued by the P.O.S.T. Board of the Colorado Attorney General's Office was added.

09/2007 – The spec was updated and revised.

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