



Office of Human Resources
County Court Chief Marshal – CN3323
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General Statement of Duties

Administers and directs the operation of the Marshal's Office for the Denver County Court by providing leadership and direction including defining the organization's mission, vision, goals and objectives, positions, initiatives, interests, and long-term strategic plans.

Distinguishing Characteristics

This position is distinguished from other positions based on oversight of all administrative responsibilities associated with the Marshal's Division.

The County Court Chief Marshal is distinguished from the County Court Marshal Supervisor, which participates in and performs supervisory responsibilities over County Court Deputy Marshals performing fugitive investigations and locating individuals and serving legal notices; supervises the planning and execution of tactical arrest plans for wanted persons; and supervises a team of officers assigned to multi-agency Executive Protection Task Force.

Essential Duties

Responsible for overall direction and supervision of the Marshal's Office, including developing and implementing strategic decisions and final recommendations as related to law enforcement operations, warrants, fugitives, Executive Protection and CCIC. Also ensures compliance with applicable laws, rules, and Denver County Court policies. Confers with sworn and non-sworn staff on operational strategies and specific case situations.

Develops and implements policies and procedures in conjunction with Colorado POST (Peace Officers Standards and Training) statutes and established law enforcement strategies. Ensures agency level compliance with statutory POST requirements. Overall responsibility for Marshal Division hiring procedures, orientation, coaching, employee performance appraisals, training, discipline, and termination processes. Performs, or directs of the performance of, background checks for all potential new hires, conducts hiring interviews and selects candidates for job openings.

Responsible for developing and managing the Marshal's budget, purchasing, contracting and accounting functions. Authorizes expenditures. Provides for facility maintenance and space needs and participates in the identification of renovations, improvements, and repairs to facilities, ensuring that staff has adequate equipment and a safe working environment.

Participates in the design, acquisition, and implementation of automation for Marshal's essential functions and related court processes and proceedings.

Oversees NCIC/CCIC and CICJIS use and compliance by the Denver County Court. Acts, or designates by proxy, as the voting member for the Denver Marshal's Office membership on the CCIC Board of Working Advisors (BWA), a policy advisory board comprised of 32 Colorado law enforcement agencies.

Directs 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.

Investigates or oversees investigation of all incidents of use of force by employees 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.

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.

Coordinates the activities of the department and maintains effective working relationships with judges, City Council, Executive Leadership, law enforcement agencies, public and private social service agencies, and community resources.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management - Prepares, justifies and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assess financial condition of an organization.

Influencing - Collaborates with, persuades, and influences others.

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

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

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Ability to maintain certification and qualification standards in the use of firearms and other tactical weapons.

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 City and County of Denver'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.

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.

Level of Supervision Exercised

Directs the County Court Marshal Division by supervising Marshal Supervisor and other individual contributors.

Education Requirement

Associate degree in Criminal Justice, or a related field.

Experience Requirement

Five (5) years of experience at the type and level of functional or operational management, which must have included management of subordinate supervisors.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

By position, requires a valid Colorado Driver's License at time of application.

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.
Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to conditions where there is danger to life, body, and/or health.
Potential exposure to infections and contagious diseases.
Potential exposure to the risk of blood borne pathogens.
Potential exposure to hazardous anesthetic agents, bodily fluids, and wastes.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Potential exposure to sufficient noise to cause distraction or possible hearing loss.
Potential exposure 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.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color vision: Ability to distinguish and identify different colors.
Crawling: Moving about in a low or crouched position.
Crouching: Positioning body downward and forward.
Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Field of Vision: Ability to sharply detect or perceive objects peripherally.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Kneeling: Assuming a lowered position.
Lifting: Moving objects weighing no more than 50 pounds from one level to another.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that it moves away from the person.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive motions: Making frequent or continuous movements.
Running: Quickly traverse a distance of over 50 yards.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Stooping: Positioning oneself low to the ground.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move or traverse from one location to another.
Static Strength: Required to wear body armor and carry duty weapons and other equipment weighing up to 30 lbs.
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.

Background Check Requirement

Full Police Background Investigation including fingerprint based Criminal Check
Employment Verification
By position, Motor Vehicle Record
Education Verification
Licenses/Certification

Assessment Requirement

Polygraph Examination
Police Psychological Assessment
Medical Exam to evaluate physical fitness, hearing, vision, and drug screening.

Probation Period

Twelve (12) months.

Class Detail

Pay Grade: EX-15

FLSA Code: Y

Established Date: 9/27/2021

Established By: GT

Revised Date: 7/1/2024

Revised By: CW

Class History: 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.