



Office of Human Resources
County Court Marshal Supervisor - CN1867
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General Statement of 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.

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 goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

Competencies

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.

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.

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.

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

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

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.

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

Supervises two or more County Court Marshals.

Education Requirement

Associate's Degree in Criminal Justice, or a related field.

Experience Requirement

Three (3) years of experience at the type and level of County Court Marshal or an equivalent type and level of experience.

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.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the 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.
Employs a continuum of force when necessary to maintain order in the court of assigned duties.
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.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record
Education Verification
Licenses/Certification

Assessment Requirement

Professional Supervisor

Probation Period

Twelve (12) months.

Class Detail

Pay Grade: N-810
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: