

SNOHOMISH COUNTY JOB DESCRIPTION

MARSHAL (CS)

Spec No. 4049

BASIC FUNCTION

To provide area security and public safety within limited jurisdiction (County Campuses, Courts and Justice Centers or other designated County property) and to provide assistance and information to the public, law enforcement and court officials.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Patrols and inspects the grounds and buildings within assigned jurisdiction maintaining an awareness of volatile situations, suspicious circumstances and potential weapons.
2. Enforces laws applicable to assigned jurisdiction.
3. Maintains order during court proceedings and other events occurring on County Campus, Courts, Justice Centers and other County property.
4. Searches individuals and packages, seizes weapons, contraband and potential explosives to prevent such items from entering county facilities including correctional and court facilities; takes appropriate action including evacuation of building when necessary.
5. Responds to and investigates reported incidents, crimes and suspicious situations within jurisdiction; controls and/or secures scene, gathers evidence and interviews witnesses and victims when necessary.
6. Arrests individuals with warrants as directed by court order, arrests individuals on county property with warrants and makes on-view arrests; transports and books individuals into jail, completes and submits appropriate reports and forms; testifies when required.
7. Responds to phone, fire and duress alarms; assists in the evacuation of buildings; investigates and reports injuries, accidents and administers first-aid when necessary.
8. Monitors security entrances and contracted security staff.
9. Interacts with the media by providing general information during events occurring on the County Campus and Justice Centers and relaying instructions issued from the judges during court hearings and trials.
10. Assists and directs the public to appropriate county offices; maintains current information regarding changes to county facilities or offices.

STATEMENT OF OTHER JOB DUTIES

11. Maintains necessary records and reports as required.

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MINIMUM QUALIFICATIONS

One (1) year experience as a full time, sworn, fully commissioned officer in a civilian law enforcement agency with at least 12 months of continuous service in the previous 24 months; OR five (5) years of experience as a full time, fully commissioned officer in a civilian law enforcement agency with no more than a 48 month break in service; OR three (3) years continuous experience as an active reserve law enforcement officer and currently serving as a reserve police officer within Washington State only, with qualification standards and work duties similar to the Snohomish County Sheriff's Office. Applicants must be a United States citizen or a lawful permanent resident and at least twenty-one (21) years of age at time of employment. Must pass job related tests.

SPECIAL REQUIREMENTS

To be eligible for appointment candidates must successfully pass a criminal history background investigation, a criminal record check, fingerprinting, a polygraph examination, a psychological examination, a pre-employment drug screening and a post-employment physical examination. Ability to acquire a First Aid/CPR Certificate.

Employees will be required to carry firearms while on duty and must qualify with firearm on a regular basis. Eligibility to receive a commission from the Snohomish County Sheriff as a Special Deputy is required.

A valid Washington State Driver's License, unrestricted except as to vision is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- law enforcement practices and procedures
- laws of arrest
- general legal terminology
- safety programs relating to office environments

Ability to:

- communicate effectively with people, regardless of age, sex, racial, ethnic, economic, or cultural background, including persons with social or behavioral problems
- analyze potentially dangerous situations quickly, objectively and determine a proper course of action
- maintain order with firmness and tact and obtain information from individuals in the face of hostility and dispute
- establish and maintain effective working relationships with county officials, other employees and the public

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KNOWLEDGE AND ABILITIES (Continued)

- learn to use telecommunication hardware
- learn, understand and apply relevant laws
- access, input and retrieve information from computer and record information correctly as related to booking
- understand and follow oral and written procedures and guidelines
- speak and write with clarity and maintain complete and accurate records of daily activities
- perform strenuous physical tasks, such as pursuing fleeing suspects on foot and restraining suspects who resist, under possible hazardous conditions or situations
- work effectively with minimal supervision and in stressful situations

SUPERVISION

Employee will follow established procedures under minimal supervision. Work may be spot checked for compliance against established operational procedures or guidelines.

WORKING CONDITIONS

Work is performed both indoors and outdoors in all types of weather conditions. Employees are required to be armed while on duty and the work may involve confrontations with hostile and violent persons and other situations that necessitate the use of force.

Employees may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1986

Revised: June 1988, July 1994, November 1997, November 2002, February 2008, May 2008, June 2018

Retitled and revised: July 1999

Pay Grade adjustment 2005

Title change only from Security Marshal to Marshal: December 3, 2008

EEO Category: 4 – Protective Service Workers

Pay Grade: 237 – Classified Pay Plan, Marshal

Workers Comp: 6905 – Law Enforcement

Previous version approved by Civil Service Commission January 7, 2009

Approved by the Snohomish County Civil Service Commission September 4, 2014

Approved by the Snohomish County Civil Service Commission June 6, 2018