



TROUP COUNTY  
GEORGIA

# JOB OPENING

## Troup County Government

REVISED

<b>Position:</b> Deputy Marshal / Code Enforcement	<b>Department:</b> Marshal	<b>Salary:</b> \$16.60/Hr
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This position performs county code and law enforcement duties, issues civil papers, enforces animal control ordinances and provides courtroom security.

**Qualifications/Knowledge:**

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia
- ⇒ 1 to 2 years of experience in a related field is preferred
- ⇒ Knowledge of relevant federal, state and county laws, local ordinances and department policies and procedures
- ⇒ Knowledge of code enforcement principles and practices
- ⇒ Knowledge of animal control principles and practices
- ⇒ Knowledge of law enforcement principles and practices
- ⇒ Knowledge of security principles and practices
- ⇒ Skill in the use of firearms and other standard and specialized law enforcement equipment
- ⇒ Skill in the use of computers and job related software programs
- ⇒ Skill in conducting investigations and collecting evidence
- ⇒ Skill in the enforcement of county and state codes, ordinances, criminal and traffic laws
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

**Essential Duties and Responsibilities:**

- ⇒ Patrols the county to preserve law and orders and to serve civil papers
- ⇒ Enforces the county Code of Ordinances
- ⇒ Performs animal control duties; issues citations for violations; removes animals from inhuman conditions; contains loose livestock; investigates dog bites and animal cruelty cases; distributes animal traps to the public
- ⇒ Secures and maintains order in the Magistrate courtroom
- ⇒ Performs evictions
- ⇒ Organizes daily civil process papers
- ⇒ Explains legal procedures to defendants during evictions, repossessions, levies, etc.
- ⇒ Answers questions and provides information to the general public
- ⇒ Completes daily logs
- ⇒ Assists other agencies as requested
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 07202018 Deputy Marshal/ Code Enforcement

Grade 15

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Tod Tentler*

Tod Tentler, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**