

Sunman Utilities
Civil Town of Sunman, Indiana

Job Title:	Deputy Marshal	Reports To:	Marshal/Town Council
Department/Group:	Police Department	Hours per Week:	25
Location:	604 North Meridian Street	Travel Required:	Limited
Level/Salary Range:	\$15.00 to \$16.23	Position Type:	Exempt
HR Contact:	Cheryl Taylor	Date posted:	February 1, 2022
Benefits:	As permitted by law	Posting Expires:	March 1, 2022
Applications Accepted By: Clerk's Office			
FAX OR E-MAIL: Fax: 812-623-3545 Email: clerk@townofsunman.org Attention: Deputy Marshal Position		MAIL: Town of Sunman Clerk-Treasurer 604 North Meridian Street Sunman, IN 47041	
Job Description			
ROLE AND RESPONSIBILITIES			
1) Under regular supervision of the Town Council and Town Marshal, perform basic law enforcement duties in accordance with the mission, goals and objectives of the Town and in compliance with governing federal, state, local laws, and Sunman Police Standard Operating Procedures.			
***If you would like a full job description or have questions, please email the Clerk-Treasurer at clerk@townofsunman.org			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> • Must already be a sworn/certified police officer or, Completion of approved pre-basic forty (40) hour class to comply with I.C. §5-2-1-9(f) • Be 21 years old before appointment to the Department • Have a High School Diploma or a GED, College degree preferred • Have a valid driver's license • Certification License to carry firearms • Have no previous arrests or Protection Orders • Other Testing may be required 			
Compensation:			
<ul style="list-style-type: none"> • 25 hours per week; • Four to Five days a week; rotating days, weekends and nights: 			
Prior to being hired applicants MUST successfully complete:			
<ul style="list-style-type: none"> • Post offer drug screen • Thorough background investigation • BMV Check • Formal Interview • Physical Agility Test per ILEA standards 			
Reviewed By:	Town Council	Date:	February 29, 2022
Last Updated By:	Cheryl Taylor	Date/Time:	February 29, 2022

DEPUTY MARSHAL DETAILED JOB DESCRIPTION

Part-time

All applicants MUST:

- Must already be a sworn/certified police officer or completion of approved pre-basic forty (40) hour class to comply with I.C. §5-2-1-9(f)
- Be 21 years old before appointment to the department
- Have a High School Diploma or a GED, College degree preferred
- Have a valid driver's license
- Certification License to carry firearms
- Have no previous arrests or Protection Orders
- Other Testing may be required

Prior to being hired applicants MUST successfully complete:

- Post offer drug screen
- Thorough background investigation
- BMV check
- Formal interview
- Physical agility test per ILEA standards

Compensation:

- Hourly position - Starts between \$15.00 and \$16.23 (to be determined by Council)

The Deputy Town Marshal's job description shall be as follows:

1) Hours:

- a) Not to exceed 25 in a work week;
- b) Four to Five days a week; rotating days, weekends and nights

2) Maintain residence within 20 miles of the Sunman Town Limits.

3) Patrolling town under set times and hours due to times and conditions.

4) Marshals and Deputies will be on a one-year probation.

5) Assist in training of deputies and reserves.

6) Responsible for officers and equipment.

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- 7) Door check of businesses.
- 8) Work with Ripley County, Dearborn County, and Indiana State if called to assist.
- 9) Assist in the maintenance of inventory on all town Police equipment.
- 10) Notify Council and County on who is working.
- 11) Services help with traffic-control for funeral homes and churches if called upon.
- 12) Work with Violations Clerk as called upon.
- 13) Work with Town Utility Departments as called upon.
- 14) Work Clerk-Treasurer's office as called upon.
- 15) Work with Community Organizations when called upon.
- 16) Under regular supervision of the Town Council, perform basic law enforcement duties in accordance with the mission, goals and objectives of the Town and in compliance with governing federal, state, local laws, and Sunman Police Standard Operating Procedures.
- 17) All other duties and assignments as directed by Town Council or designee.

Confidentiality:

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records and collective bargaining agreements. No employee shall, without proper and legal authorization, disclose confidential information concerning the property, government, or affairs of the Town.

Judgment:

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for approval by the Town Council.

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Work Environment:

Work requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority. The nature of the physical environment may be such that the employee's personal well-being and/or safety is constantly compromised such as Fire and Police personnel.

Accountability:

Duties include department level responsibility for technical processes, service delivery, contribution to municipal wide plans and objectives, and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations, have adverse public relations or have extensive financial and legal repercussions to the Town and/or loss of life. Duties may involve frequent, recurring exposure to hazardous conditions. Job duties may entail the possibility for serious personal injury or exposure to conditions that could result in total permanent disability or loss of life. For example, danger of physical attack or work at heights in excess of thirty feet during extreme weather conditions. Extreme care and safety precautions are required at all times. Employee may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

Abilities and Skill Knowledge:

Knowledge of the principles and practices of modern police administration and law enforcement; extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by employer as the needs of the employer and requirements of the job change.