

**JOB DESCRIPTION – TOWN OF HUDSON  
DEPUTY MARSHAL**

**(Revised – June 1, 2017 - Approved by Town Council June 7, 2017)**

**DESCRIPTION OF WORK**

**SUMMARY OF POSITION:**

This is a regular full-time non-exempt position with full benefits as may be offered by the Town. A Deputy Marshal shall have all police powers authorized by Local, State, and Federal Law. A Deputy Marshal performs a wide variety of duties in a highly visible public contact setting. Deputy Marshals shall have comprehensive knowledge of modern law enforcement principles, knowledge in law enforcement methods and procedures, and knowledge in Federal, State, and Local laws and ordinances. Deputy Marshals will handle animal calls for service and town code violations. This position requires excellent communication skills, both oral and written, with the ability to positively represent the Town of Hudson when interacting with citizens, law enforcement, local businesses, and community groups.

**IMMEDIATE SUPERVISOR:**

The Deputy Marshal shall report directly to the Marshal.

**MANDATORY QUALIFICATIONS:**

- Must have a valid Driver's License
- Must have a Colorado Peace officer Certification
- Must be able to obtain current firearms qualification
- Must be able to obtain current CPR qualification
- Must have the ability to perform animal control and code enforcement functions
- Must be able to handle complex decisions appropriately
- Must have outstanding public relations skills
- Must be able to perform tasks in all weather conditions
- Must be able to withhold confidential information from the public
- Must not of consumed any illegal substances listed under sections 18-18-203 – 18-18-207 within the last year
- Must not of consumed marijuana, or marijuana concentrates within the last six (6) months
- Must have flexibility with the work hours needed for the safety of the town

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Understand and apply the basic municipal ordinance contents and the ability to learn, understand and apply the Hudson Municipal Code
- Ability to work with a wide variety of people including other law enforcement entities
- Develop and maintain respectful relationships with citizens
- Provide fair and consistent interpretations and enforcement
- Exhibit flexibility where possible without compromising public safety

- Maintain composure while taking command and restoring control in volatile situations
- Foster mutually supportive relationships with all partner entities
- Ability to remain calm and professional in tense situations
- Ability to communicate effectively both verbally and in writing
- Ability to prepare reports in a clear, concise and organized manner
- Ability to make reasonable judgements and work under limited supervision
- Ability to adapt to changes in work environment, manage demand for service, changes approach or method to best fit situation
- Ability to operate a town vehicle in adverse weather conditions
- Ability to work call-back or standby
- Ability to troubleshoot problems in the field and over the phone; investigate, review and analyze criminal statistical data, develop effective measures to ensure effectiveness and efficiency with the office and complete crime reports as required

**PHYSICAL DEMANDS:**

Must be able to perform tasks commonly associated with law enforcement, animal control, and code enforcement activities.

**ESSENTIAL FUNCTIONS**

- Foster a close and cooperative working relationship with the Hudson Fire Protection District, RE3J School District, and other governmental agencies
- Participate, implements, and develops programs in crime prevention and public education programs to enhance law enforcement and community relations
- Able to establish and maintain effective working relationships with other Town officials, employees, county, state and federal authorities, civic leaders and the public
- Patrol town streets responding to citizen complaints or observed violation and determines appropriate actions
- Mediate neighborhood complaints; determine if a violation has occurred; gathers evidence and completes the complaint with a warning or summons as appropriate
- Conduct follow up to cases, writes formal reports, and testify in court
- Capture, secure, and transport animals to a secure facility
- Troubleshoot animal behavior problems in the field; investigates and quarantines domestic animal bites; promotes responsible pet ownership
- Ensure that Office equipment is well maintained and accounted for
- Enforce municipal codes related to property maintenance
- Enforce traffic laws including parking violations

Critical features of this job have been listed in the job description. They may be subject to change at any time due to reasonable accommodation or other reasons. Other duties and responsibilities may be assigned by the marshal at any time.