

Job Title: County Marshal
Employee:

DOT#: 377.667.-014
Claim#:



JOB ANALYSIS

JOB TITLE : County Marshal **JOB CLASSIFICATION** Security Assistant II
DICTIONARY OF OCCUPATIONAL TITLES (DOT) NUMBER: 377.667-014
DOT TITLE: Deputy Sheriff, Building Guard
DEPARTMENT Sheriff's Department **DIVISION** Criminal Investigations
OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 25 FTE
CONTACT'S NAME & TITLE Sgt. Mark Rorvik **CONTACT'S PHONE** (206) 296-9325
ADDRESS OF WORKSITE King Co. Courthouse 516 3rd Avenue # E167 Seattle WA 98104
VRC NAME Carol N. Gordon **DATE COMPLETED** 1/29/09
WORK HOURS: Work either 5- 8 hour shifts or 4-10 hour shifts between the hours of
6 am to 6 pm Monday-Friday. Saturday and Holidays noon-4pm.

OVERTIME (Note: Overtime requirements may change at the employer's discretion)
Required: amount varies depending on court needs, vacation, sick leave, and training.

JOB SUMMARY Provide protection and security to people at the King County Courthouse, the Maleng Regional Justice Center, the Youth Service Center, Harborview Mental Health Court, Office of the Public Defender/King County Veteran's Program, and other buildings as assigned.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS This is a Civil Service and Career Service classification. All incumbents must be United States citizens and be able to read and write the English language so as to be easily understood. Offers of employment are contingent on passing a background investigation, polygraph examination, medical examination, psychological examination, and physical testing. A current valid Washington state driver's license, graduation from a certified law enforcement academy, and law enforcement experience is required. County Marshals hold a special commission for

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enforcement of criminal laws of Washington State during assigned hours and at assigned locations only (as opposed to Deputy Sheriff's which are fully commissioned police officers).

Knowledge: Applicable local, state, and federal statutes, and appropriate use of force, necessary to secure public buildings and ensure public safety and first aid/CPR

Skills: Defensive tactics, use of firearms and other specialized security equipment, oral & written communication.

Abilities: Make sound judgments under stress and in emergency situations. Effectively deal with the public including individuals from diverse backgrounds and those who may suffer from mental, emotional, and physical disabilities. Prevent potential problems from escalating. Address confrontations with verbal restraint and physical force if necessary. Establish and maintain effective and cooperative working relations with judges, commissioners, prosecutors, & other court employees.

ESSENTIAL FUNCTIONS

1. Provide a uniformed presence, information, directions, and assistance to the public at assigned posts.
2. Patrols periodically on foot to observe activity and provide security.
3. Observe courtroom proceedings and intervene as needed to prevent escalation of troublesome situations, using verbal communications skills and physical restraint, if necessary.
4. Serves court orders such as domestic violence and protection orders.
5. Serves warrants and makes warrant arrests.
6. Respond quickly to all types of calls for assistance including altercations, fire alarms, bomb threats, and other safety concerns.
7. Remove, restrain, or physically arrest violators, applying knowledge of applicable laws and working with local police.
8. Monitor security screeners to ensure no forbidden articles are carried into restricted area and that the public is treated in a professional manner.
9. Perform hand searches of bags, briefcases, and other carry in items, confiscating illegal items, and refusing entrance into building, if necessary.
10. Assist with evacuations of building, if there is a drill or emergency.
11. Prepare clear, concise, and accurate documentation.
12. Renders first aid and CPR, as needed.

NON-ESSENTIAL FUNCTIONS

1. May assist security screeners with walk-through or hand held metal detectors.
2. May operate county vehicle to travel to assigned area.

PERSONAL PROTECTIVE EQUIPMENT USED Body armor

OTHER TOOLS & EQUIPMENT USED Firearm, extra ammunition, taser, pepper spray, baton, radio, handcuffs, metal detectors, stanchions, and a county vehicle with an automatic transmission.

PHYSICAL DEMANDS

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This job is classified as:

LIGHT—exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and/or a negligible amount of force constantly. A job is light if involves less than or up to the indicated pounds of force and one or more of the following apply; walking and standing to a significant degree, sitting and pushing/pulling of arm or leg controls, or constant pushing and pulling to maintain a production rate even when weight is negligible.

On a rare occasion, the employee may need to exert medium or heavy force when forcefully removing a person from a building or making an arrest. This occurs approximately two times per month. In 2008, 12 FTE Marshals removed 92 individuals from the KCCH, and had contact w/ 47 who were intoxicated and 41 who were mentally impaired.

SITTING/STANDING/WALKING: Typical worker will have the ability to alternate positions between sitting/standing/walking throughout their work shift. If for example, the marshal is patrolling the buildings or changing assignments, he/she will be walking on concrete, tile, or carpeted floors. If manning a post at the entrance or observing in a courtroom, he/she can choose to stand and/or walk or sit on a stool, chair, or bench. Worker will rotate thorough multiple assignments throughout the day. Marshals are required to have **sufficient physical ability to run to apprehend a subject or to ascend or descend stairs quickly if responding to an urgent call on a different floor.** Typically this would be a total of 56 stairs from the tunnel level to the 3rd floor and occurs infrequently. Elevators are available for general use.

BENDING./STOOPING/KNEELING/CROUCHING/CRAWLING: May occur rarely when searching an individual weapons, using the hand held metal detector, or applying handcuffs, first aid, or CPR.

HANDLING/FINGER/FEELING/REACHING: Typically worker will need good eye-hand coordination and dexterity to handle such things as individual bullets or fire arms. Fingering skills will be used in report writing. Worker will reach and feel when searching individuals for weapons and to apply hand cuffs, although not a daily occurrence.

LIFTING/CARRYING/PUSHING/PULLING: Typical worker will **lift and wear body armor** (4#) and carry on their person various police equipment such as a weapon (2#), ammunition (<1#) gun belt (3#) , two-way radio (2#), baton (<1#), tazer (<1#), hand cuffs (<1#), keys (<1#) and flashlight (<1#)weighing a total of 10 pounds. Worker may rarely lift weights of 15-25 pounds if manipulating bags or moving stanchions or magnetometers. Generally, the work is considered light in nature but worker must be able to respond to an emergency situation that may require s/he to physical restrain an individual who is resistant or remove an injured individual from harms way.

SEEING/HEARING: Worker will have to meet certain requirements for vision, as marshals depend on their eyesight more than the average worker does for performance of job duties. Worker must be able to make critical observations and able to distinguish colors as well. Worker will need good hearing to be able to interact effectively with the public and co-workers and to pick up audio cues in emergency situations.

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SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider section is separate and appears on the following page.

Printed name and title of VRC evaluator

Signature of VRC evaluator

Date

Printed name and title of contact

Signature of contact

Date

Printed name & title of employee

Signature of employee

Date

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HEALTH CARE PROVIDER SECTION
Check all that apply

☐ The employee is released to perform the described duties without restriction performance or work hours as of _____.

☐ The employee is released to perform the described duties on a reduced schedule as of _____. The recommended schedule is:

☐ Temporary until _____. ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____. ☐ Permanent as of _____

☐ The employee is unable to work in any capacity.

A release to work is: ☐ anticipated by _____. ☐ Not expected.

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care provider

Signature of Health Care Provider

Date: