



JOB OPENING

Troup County Government

(Revised Salary)

Position: Deputy Marshal/ Code Enforcement	Department: Community Development	Salary: \$21.22/Hr
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Under general supervision and instruction this position performs county code and law enforcement duties, issues civil papers, enforces animal control ordinances and provides Courtroom security. *The salary for a Certified Deputy Marshal/Code Enforcement Officer is \$24.24 per hour.*

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ P.O.S.T. Certified as a Georgia law enforcement officer in good standing is preferred
- ⇒ 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 inhumane conditions; contains loose livestock; investigates dog bites and animal cruelty cases
- ⇒ Secures and maintains order in the Magistrate Courtroom
- ⇒ Performs evictions; explains legal procedures to defendants during evictions, repossessions, levies, etc.
- ⇒ Organizes daily civil process papers; completes daily logs
- ⇒ Answers questions and provides information to the general public
- ⇒ 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.gov

Job #: 07192024 Deputy Marshal/Code Enforcement

Grade 15

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

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