



City of Sandy Oaks
is seeking candidates for
Reserve Deputy Marshal

Opening Date: August 7, 2019
Closing Date: September 6, 2019

A Reserve Deputy Marshal works on a **volunteer basis** to support and assist the Marshal's Office in the protection of life and property, the preservation of public peace, and the enforcement of the laws of city and state.

Examples of duties:

- Patrol the city via a city-provided vehicle
- Traffic enforcement
- Receive and answer complaints and requests for service from citizens, provide information or assistance, or investigate according to policies and procedures
- Summon additional personnel, ambulance, or additional facilities to the scene of a disaster, crime or accident as required
- Prepare detailed, legible, and grammatically correct records and reports, as required
- Make arrests, as warranted
- Notify business owners of conditions deserving attention
- Coordinate and meet with other reserve deputies and City Marshal to collaborate efforts
- Perform other duties as assigned

Minimum Qualifications:

- Reserve deputies are required to work a minimum of 32 hours every month
- Graduation for high school or a general education development (GED) certificate
- Must be at least 21 years of age at the time of application
- Must possess a Texas Commission on Law Enforcement Peace Officer (TCOLE) license
- Must be in good physical and mental health
- Must not have a history of criminal or improper personal conduct
- Must possess a valid Texas Class C driver's license
- United States Citizenship required
- Ability to pass an agility test, a background and reference check, and a medical evaluation
- Ability to work varied shifts including weekends and holidays.

Special Requirements:

- Communicate effectively orally, in writing and using a police radio
- Exercise good judgement in dealing with routine and unusual situations
- Refuse to participate in or tolerate unethical behavior
- Must not be subject to impeachment in court due to character, reputation, history of dishonesty, or violation of law, including drug violations
- Behave courteously toward others
- Take direction well from supervisors
- Maintain good working relationship with others
- Accept constructive criticism and apply it to performance
- Be dependable in meeting scheduled assignments
- Proactively communicate follow through with supervisors.

Resumes will be accepted through end of business September 6, 2019 by emailing marshal@cityofsandyoaks.com or by mail to Felipe R. Lopez, City Marshal, City of Sandy Oaks, P.O. Box 828, Elmendorf, TX 78112.

The City of Sandy Oaks is an Equal Opportunity Employer.