

# TOWN OF PE ELL



P.O. BOX 215  
111 S. MAIN STREET  
PE ELL WA 98572  
PHONE: (360) 291-3543  
FAX: (360) 291-3919

## **TOWN MARSHAL**

Starting Salary- \$60,000/year

Full-time Position

Non-Exempt Status

Benefits Package: Medical, Dental, Vision, Vacation, and DRS retirement

**Open Until Filled**

## **Summary**

The primary responsibility is providing patrol services, response to emergency and non-emergency calls for service, enforcement of applicable Washington State laws and traffic and criminal ordinances in the Town of Pe Ell. Officers also provide support services which include but are not limited to, forwarding reports to the prosecutor, appearance at municipal and superior court hearings and /or trials, transportation of arrestees to jail, and service of civil documents and processes.

## **Essential Duties and Responsibilities**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the officer will possess the abilities or aptitude to perform each duty proficiently, including:

- A thorough knowledge of policing through an accredited academy
- The ability to coordinate with others
- The ability to maintain the appropriate certifications required by the State of Washington within 6 months of employment
- Knowledge and practical application of City and department rules, regulations, and policies
- Ability to understand and follow written and oral instructions
- Ability to communicate effectively, both orally and in writing
- Considerable knowledge of safe working procedures and practices; skill in using a variety of potentially hazardous tools, equipment, and vehicles safely

- Ability to establish and maintain effective working relationships with other employees, agencies, volunteers and the general public
- Ability to operate a personal computer and other office equipment

Job Duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. This position will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Mayor. This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

## **Education and Experience**

### **Minimum Qualifications**

- High School Graduate or GED equivalent
- Valid Washington State Driver's License
- Preferred applicant will be commissioned and state-certified or **Must** be willing to be commissioned and state-certified

## **Knowledge, Skills, and Abilities**

### **Knowledge**

- Principles and procedures of police operations.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluations.
- Pertinent Federal, State, and local laws, codes, and regulations.

### **Skills**

- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Operate a computer, using word processing, spreadsheet, database software, and other standard office equipment.
- Communicate clearly and effectively, both orally and in writing.

### **Abilities**

- Establish and maintain effective professional working relationships with elected officials, other employees, and the general public.
- Identify and respond to community issues, concerns, and needs.

## **Physical Requirements**

The physical demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Maybe required to sit or stand for extended periods of time.
- Maybe required to frequently stand and walk.
- Occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl.
- Vision abilities include close, distant, color and peripheral vision, depth perception and the ability to focus.
- Ability to lift or move objects up to and over 30 lbs. frequently.

## **Work Environment**

The work environment the Marshal may encounter while performing the essential functions of this job will vary. The work may be either indoors or outdoors in adverse weather conditions as required. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, communicable disease, machinery or its moving parts, dust, pollen, insect bites or stings, noisy work area, wet and/or humid conditions, vibrations, snow, freezing conditions and emergency situations.

## **Hours of Work**

- The Town's standard work week is Monday through Friday from 7:00 am to 4:00 pm with a one-hour lunch period or 7:30 am to 4:00 pm with a half hour lunch. Due to the nature of the Town's operation, longer hours may be necessary in some instances.
- Town Marshal must attend at least one council meeting per month.

*Disclaimer: The duties listed above are intended only as illustrations of the various types of work that may be performed. The Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Check the appropriate box and fill in the appropriate accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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*To reasonably accommodate an applicant this signed and dated form **MUST** be submitted with an Employment application.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Clerk Signature

\_\_\_\_\_  
Date