



<b>DATE</b>	February 2023
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Transport Deputy  
 DEPARTMENT/DIVISION: Municipal Court  
 REPORTS TO: Chief Marshal

**SUMMARY:** Responsible for the care and custody of the prisoners under their charge. This requires close and courteous interaction with inmates under normal and potentially volatile circumstances. This position also provides assistance to the Bailiffs and Court Security Officer as needed. Work is performed with limited supervision.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates safe and secure transportation of prisoners from other law enforcement agency jails to the Carrollton jail.
- Provides administrative assistance at the Municipal Court, which may include: entering warrants into applicable databases, clearing warrants from regional database, filing, stocking supplies, and providing customer service.
- Provides security at the court, which includes: locking and unlocking the facility, handling disturbances at the Court Specialist window, making arrests in the lobby, serving as a law enforcement official in uniform for the purpose of deterring crime and/or other incidents.
- Processes warrant clearances and verifies that warrants are properly cleared from the system after having been served.
- Files a variety of court paperwork utilizing established filing guidelines and procedures.
- Assists Deputy Marshals in apprehending and detaining individuals with warrants and contempt violations.
- Reviews and signs warrant affidavits after confirming accuracy of information.
- Assists the judges and bailiffs in maintaining the order and decorum of inmates in custody in the courtrooms.
- Performs emergency first aid for prisoners when necessary.
- Performs other duties as assigned.

**DUTIES AND RESPONSIBILITIES:**

- Demonstrates a good working knowledge of federal and state laws, city ordinances and Carrollton Municipal Court policies and procedures.
- Interacts with multiple inmates simultaneously.
- Secures prisoners and loads and unloads prisoners for transportation.
- Transports prisoners safely and securely.
- Fosters positive working relationships with other law enforcement agencies.
- Maintains ability to testify as a credible witness in court.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of investigative procedures;
- Knowledge of applicable laws, rules, regulations, policies, and procedures;
- Knowledge of warrant requirements, processes, and procedures;
- Knowledge of safe work methods;
- Knowledge of courtroom security principles and practices;
- Skilled in apprehending and detaining individuals;
- Skilled in filing documents following prescribed procedures;
- Skilled in maintaining order and security in a courtroom setting;
- Skilled in mitigating hostile situations;
- Skilled in conducting negotiations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting circumstances and making decisions in major areas where there is uncertainty in approach, methodology, and interpretation;
- Skilled in maintaining sensitive and confidential information;
- Skilled in providing customer service;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Some college coursework in criminal justice studies.
- Four years of law enforcement experience.
- Requires Intermediate Peace Officer Certification issued by the State of Texas Commission on Law Enforcement (TCOLE).

## **PREFERENCES:**

- None.

## **WORKING CONDITIONS:**

- Frequent reaching, sitting, standing, bending, kneeling, walking, and manual dexterity.
- Occasional lifting and carrying of over 100 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.
- Work is occasionally performed in close quarters.
- Exposure to fumes and airborne particles, infectious diseases, criminal suspects, and prison inmates.

## **CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test

- Must pass criminal history check
- Must pass motor vehicle records check