



Class Summary

City Marshal

The function of The City Marshal is to promote and enhance the quality of life of the residents, visitors, property owners, and businesses of the City of Nashville. The department accomplishes its mission through programs and services that encourage high property maintenance for residential and business properties. The City Marshal will be part of the Nashville Police Department

As City Marshal, you will be responsible for responding to citizen questions and complaints; performing field investigations to determine compliance with codes, ordinances, rules, and regulations for quality-of-life issues; issuing notices and citations as applicable; and preparing detail reports of findings.

Other essential duties:

- Researching property information by reviewing plans
- Accessing databases
- Performing data entry of zoning and other property information
- Understanding current laws relating to codes and compliance
- Performing independent field investigations
- Issuing notices and citations
- Completing reports detailing findings
- Other duties of a similar nature
- Patrol the city for nuisance, abandoned vehicles, dilapidated structures and other city code violations: and cite those violators in accordance with City of Nashville policy.
- The City Marshal will be subject to the same standard as any other peace officer employed by the City of Nashville.
- The City Marshal must maintain a working knowledge of all local ordinances and state laws.
- The City Marshal must maintain his/her knowledge of law enforcement procedures, along with maintain the Georgia Peace Officers standards and Training Council requirement for certification as a peace



officer, and will maintain the same minimum training requirement that any other officer employed by the City of Nashville.

- The City Marshal will maintain a good working knowledge of all the streets and geography of the city.
- The City Marshal must maintain a skill in basic Mathematical calculations
- The City Marshal must maintain records and files and write reports on a regular basis and have a good working knowledge of the filing system used by the Department of Public Safety, and city hall.
- The City Marshal will have to deal with the public directly and indirectly, through personal communication, written communication, telephonic and electronic communication.
- Administer the Alcoholic Beverage License, and see that they are maintained and ensure all business operations in the city are property license and /or permitted.
- The Marshal must be an effective multitasker and able maintain strict confidentiality. The sensitive information that comes through the office must be identified and kept confidential when needed, and disclose what is allowed to be disclosed and follow the guidelines set forth for information/ document retention as set forth by the Secretary of the State of Georgia.

Supervisory and Controls

The City Marshal will report directly to the Police Chief

Public speaking duties:

- Preparing and presenting cases to the Records Court

MINIMUM QUALIFICATIONS:

City Marshal

- A Post Certified police officer
- One year of code enforcement, inspections, or customer service experience*
- Valid driver's license
- Security and Awareness Certification within six months of employment

*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job will also be considered.