



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
SCHOOL MARSHAL

FLSA Status: Non-Exempt
Bargaining Unit: Non-bargaining
Salary Grade: School Marshal

CLASS SUMMARY:

The School Marshal is a Public Safety Sworn Stand Alone Class. Incumbents are responsible for maintaining campus security, addressing inappropriate student conduct, interacting with students and faculty, and assisting Police Officers during emergency situations on school campuses.

TYPICAL CLASS ESSENTIAL DUTIES: These duties are a representative sample; position assignments may vary.

- Maintain school campus security, student safety, monitoring and addressing inappropriate conduct on school campus, and responding to requests for assistance from faculty.
- Complete incident reports per school and department policy.
- Interact with students, administrators, faculty and parents.
- Assist School Resource Officer (SRO) with school staff training and respond to security issues and inquiries from school personnel.
- Provide assistance to the SRO during emergency situations on campus, and respond to emergent situations when the SRO is not present.
- Safely and appropriately operate a firearm and meet certification and annual training requirements.
- Operate a motor vehicle to attend off-site meetings and to transfer schools when requested.

Training and Experience (positions in this class require):

High School Diploma or equivalent (G.E.D) and a minimum of five (5) years' experience as a Certified Police Officer. Certified Police Officer experience must be within 5 years of appointment to position.

Licensing Requirements (positions in this class require):

- Valid Oregon Driver's License – Class C
- Department of Public Safety Standards and Training (DPSST) Basic Police Officer (or equivalent)
- CPR/AED and First Aid Certificate

Knowledge (positions in this class require):

Knowledge of:

- Appropriate communication with a variety of individuals of varied backgrounds;
- Various law enforcement techniques and procedures;
- Personal computers and related software programs;
- Safe and appropriate operation of a firearm and motor vehicle; and,

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Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Basic computer usage;
- Reporting writing;
- Analyzing situations quickly and objectively to determine the proper course of action;
- Safe and appropriate use and care of firearms;
- Radio operation;
- Safe operation of a motor vehicle;
- Maintaining effective work relationships;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, and lifting.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Positions in this class require regular attendance and punctual employee presence.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Incumbents must be at least 21 years of age and successfully pass a comprehensive background investigation, including a criminal history check, medical evaluation, and a drug screen.

Classification History:

Adopted by Council April 20, 2016, Resolution No. 16-6413

Revised May 4, 2016