



POSITION:	City Marshal
DEPARTMENT:	Code
JOB TYPE:	Part-time
SALARY:	Starting at \$22/hr
POSTED:	09/12/2024
CLOSING DATE/TIME:	Until Filled

The City of Monroe is now accepting applications for the position of part-time City Marshal. In this role, you will be integral in safeguarding our community by protecting life & property, enforcing a range of laws, & ensuring compliance with city ordinances. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications & Experience:

- High school diploma or GED
- Ability to successfully complete Georgia Peace Officers Standards & Training mandated training; ability to obtain & maintain P.O.S.T. Certification; ability to meet & maintain compliance with present & future Georgia P.O.S.T. & City of Monroe standards for employment as a police officer.
- Possession of or ability to obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated

Duties & Responsibilities:

- **Field inspections:** Patrol assigned areas & conduct thorough inspections of businesses, land parcels, structures, vehicles, & stored materials to ensure adherence to city ordinances & state laws.
- **Coordination:** Work closely with the Code Enforcement department to coordinate & execute enforcement actions & assignments.
- **Complaint Response:** Receive & address complaints from the public & staff about municipal code violations, providing timely & professional responses.
- **Violation Investigation:** Investigate reported violations, engaging with responsible parties through personal contact or written communication to resolve issues.
- **Enforcement Actions:** Issue citations, summons, or subpoenas as necessary to enforce compliance.
- **Evidence Collection:** Gather & document evidence related to code violations to support enforcement actions.
- **Public Interaction:** Respond to inquiries & concerns from the public, offering clear & accurate information about municipal codes & enforcement processes.
- **Compliance:** Follow directions provided by the Code Enforcement Officer to ensure consistent application of ordinances.

Completed applications may be submitted to Sarah Johnson, Employee Relations Specialist, at Sjohnson@MonroeGA.gov

*Applications are also available at & may be returned to City Hall, 215 N Broad St, Monroe, GA 30655. The City of Monroe is an Equal Opportunity Employer and a Certified Drug-Free Work Place. Per Georgia Code 34-9-414 be advised that the City of Monroe does pre-employment, reasonable suspicion, post-accident, post-rehabilitation, and routine fitness-for-duty(random) drug testing.