

TOWN OF ABITA SPRINGS

Job Description: Town Marshal

Band: Specialist

Job Purpose

The Town Marshal serves as the Liaison between the Town and any law enforcement agency contracted to provide law enforcement services, and supports the enforceable work of the Mayor's Court.

Reports to: Town Clerk/Clerk of Court

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Serve as the Constable for the Mayor's Court; issuing summons, serving subpoenas/orders, and all writs issued by the Court, and serving as Bailiff.
- Serve as liaison between the Town and other contracted law enforcement agencies on all law enforcement matters.
- Bring charges in the Mayor's Court for any offenses provided for in the Code of Ordinances of Abita Springs punishable under the general penalty ordinance section 1-108. (See Code of Ordinance for specific detail).
- Prepare and deliver verbal and written reports to Town Council.
- Provide additional support as identified by the Mayor and Board of Aldermen.

Job Qualifications

- High school diploma or GED equivalent, and 3-5 years of code enforcement experience preferred
- Basic computer skills
- Valid Drivers License
- Customer service mindset

Direct Reports

- none