

# LAKE NEBAGAMON EMPLOYMENT OPPORTUNITY - Village Marshal

## Summary

This position works with the Village Administrator and the Public Safety Committee Chair to protect life and property, endeavor to prevent crime and disturbances, and provide law and local ordinance enforcement. Employee must demonstrate dependability, an emphasis on safety, good communications skills, good judgement and common sense. The employee will be exposed to weather, volatile situations, the public, etc., and must maintain a calm demeanor. The position offers a flexible schedule.

## Essential Duties and Responsibilities

Include the following and all other assigned duties as required by the Village Administrator and/or Public Safety Chair.

- Ongoing communication with the Administrator regarding activity and work schedule. Communicates uncovered issues and potential solutions to the Administrator as needed.
- Active Law Enforcement Certification with the State of Wisconsin.
- Attends Village Board and Safety Committee meetings whenever possible.
- Maintains a positive and communicative working relationship with Douglas County Law Enforcement, and responds to mutual aid requests.
- Familiarizes self with the Village and its residents, is responsive to them, and makes every effort to keep interactions with the public as positive as possible.
- Patrols the Village of Lake Nebagamon and quell disturbances, if necessary.
- Investigates complaints, causes of accidents, illegal activity, suspicious activities/persons and makes arrests when necessary.
- Answers radio-dispatched or citizens' requests for police services at the scene of accidents, domestic disputes, law/ordinance violations, and peace disturbances.
- Gathers and preserves evidence.
- Interviews and questions victims, witnesses, and suspects.
- Directs and controls traffic if needed.
- Organizes auxiliary personnel, if extra help is authorized by the Village Board, and supervises those workers for the duration of their shift.
- Maintains incident, investigation, and activity reports.
- Monitors Ravine Park Campground for site fee payment and campground rule compliance.
- Performs wellness checks and winter residence checks as requested.
- Accurately testifies in court as needed.
- Must work on July 4th, the day of the LNVFD Dragin' Tail run, the day of the car show, and Halloween.
- Employees must be willing to work varied and long shifts dependent on Village activity and emergency situations.

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**Please Submit a resume and cover letter to the Village Office Prior to March 25, 2025:**

11596 E Waterfront Drive, PO Box 517  
Lake Nebagamon, WI 54849

Drop off at the Auditorium

Email: [dnolan@villagelakenebagamon.com](mailto:dnolan@villagelakenebagamon.com)