

Job Description: DEPUTY CONSTABLE

Class No: 802
Position No. 551-8910
Pay Group:

Department: Constable, Pct. 4
EEOC Category: Protective Services
FLSA: Non-exempt

SUMMARY OF POSITION

The primary mission of this position is the service of civil process, to include post-judgment writs and their associated sales the applicant must be competent to work traffic, identify criminal behavior and make warrantless arrests as these tasks may be required of the officer occasionally.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the Operations Captain. This is a non-supervisory position that has contact with the general public, Constables, Judges, and other law enforcement agencies.

EXAMPLES OF WORK

Essential Duties*

- Execute post-judgment writs and conduct the sales
- Responds to emergency calls and routine complaints and acts as necessary
- Issues traffic citations and directs traffic
- Keeps record of activities and makes reports concerning crimes, complaints, accidents, and investigations
- Pursues and apprehends suspects
- Serves warrants and makes arrests
- Serves court papers including writs, summons, subpoenas, capias, etc..
- Questions witnesses and suspects and takes statements and depositions; gathers and labels evidence, takes photographs and fingerprints, guards and transports prisoners, and testifies in court

This position also requires sufficient hours to be devoted to communication with plaintiff's attorneys or their paralegals, writing letters, making phone calls and developing the deputy's own resources in order to produce satisfactory results.

Other Important Duties*

May perform secretarial services, which assist in the administrative functions of the court and perform such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough knowledge of THE Civil Remedies Code and The Rules of Civil Process

Skill/Ability: Must be computer literate; have an exceptional work ethic, dependable, professional and be capable of producing a first-class work product with very minimal supervision.

ACCEPTABLE EXPERIENCE AND TRAINING

This position is part time and requires a minimum of two years experience as a licensed Texas Peace Officer, a positive law enforcement record and current with TCOLE rules/training hours. An acceptable driving record is required along with passing a criminal background check. At least two years experience in civil process is preferred.

JOB DESCRIPTION FOR POSITION:

802-Deputy Constable

CERTIFICATES AND LICENSES REQUIRED:

Licensed Peace Officer

A valid Texas Driver's license is required. Employee must be insurable by Guadalupe County insurance company in order to operate County vehicles.

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.