

Job Title: Constable Deputy

Department: Constable’s Office, Precinct Three, Precinct Four
Immediate Supervisor: Constable

BRIEF DESCRIPTION OF THE JOB: Serves criminal papers and warrants, provides security in the courthouse, assists other agencies and performs general law enforcement duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time Physical Strength Code

1) Serves civil papers and warrants by locating recipient either at residence or place of employment, tracing missing persons, sending papers to proper agency for serving, making arrests, collecting fines and transporting persons to jail when necessary.	40%	L
2) Provides security for the courthouse by preparing courtroom for trials and jury selection, securing evidence when necessary, responding to problems that occur, making necessary arrests and maintaining security during trials.	20%	L
3) Assists other agencies by responding to emergencies when fire or police personnel are in danger, responding to calls for help from other agencies and providing funeral escorts.	20%	L
4) Provides general law enforcement by responding to complaint calls, performing general patrol duties, enforcing traffic laws when necessary, testifying in court and working cases as assigned.	20%	L
<p><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</p>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	F	In courtroom
Sitting	F	Desk work, driving
Walking	F	Delivering papers, to other offices
Lifting	R	Files and papers
Carrying	R	Papers
Pulling	N	
Pushing	N	
Using Fine Dexterity	O	Computer keyboard
Reaching	R	For supplies
Kneeling	R	Making arrests
Crawling	R	Pursuing suspects
Twisting	R	Making arrests
Climbing	R	Fences, walls
Balancing	R	On fences and walls
Seeing	C	Reading, computer screen, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Using Foot Controls	F	Driving

Machines, Tools, Equipment and Work Aids:

Computer and related software, radar, radio, telephone

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	M	Extreme Temperatures	D	Noise and Vibration	W
Fumes and Odors	D	Wetness/Humidity	M	Darkness or Poor Lighting	M

HEALTH AND SAFETY					
Mechanical Hazards	M	Chemical Hazards	M	Electrical Hazards	M
Fire Hazards	M	Explosives	Y	Communicable Diseases	D
Physical Danger or Abuse	D	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle	X	Outdoors	X	Other: Courtroom	

Protective Equipment Required:

Firearm, body armor, radio

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	F
Frequent Change of Tasks	C	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	O	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Under and including one year experience is required.

Certifications and Other Requirements:

Texas Peace Officer Certification

Valid Texas Class C Driver's License

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

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

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.