

Job Description: CONSTABLE, PRECINCT 2

Class No.	801	Department:	Constable, Pct. 2
Position No.	552-1000	EEOC Category:	Officials and Administrators
Pay Group:	Unclassified	FLSA:	Exempt

SUMMARY OF POSITION

Each Constable is an authorized Texas peace officer and is the chief process server of the Justice of the Peace Court. Each has statewide jurisdiction to execute any criminal or civil processes issued by any court, whether county, state, or federal. The Constable may also execute processes issued by some state agencies.

ORGANIZATIONAL RELATIONSHIPS

This is an elected position that directs the office staff of that office. This position has contact with other officials and employees as well as law enforcement agencies.

EXAMPLES OF WORK

Essential Duties*

Plans for the future services and budgetary needs of the office;

Manages the personnel, equipment, facilities, and finances assigned to the office;

Serves a variety of judicial processes and notices and is responsible for property seized under such actions;

Maintains accounts of the financial transactions of the office;

Seizes property or collects money by court order;

Enforces state and federal laws, especially related to civil processes, hot checks, and traffic violations;

Transports prisoners to jail;

Assists in Justice of the Peace Court, County Court, or District Court when threat of violence occurs;

Researches and investigates address(es) and character of individuals to whom papers must be served;

Apprehends persons for emergency commitment to state hospital for alcohol or chemical dependency or mental commitment;

Writes reports on cases served;

Answers questions of plaintiffs and defendants;

Enforces compulsory school attendance laws; and

Occasionally arrests offenders.

CLASS NO. 801 *(Continued)*

DESIRED MINIMUM QUALIFICATIONS:

Each candidate for Constable must be a qualified voter and resident of the precinct; must be a citizen of the United States and have lived in the State of Texas for a period of 12 months before the date of any primary, general, or special elections, and have lived for six months before such election in Guadalupe County and the precinct for which the office is to be filled. Any Constable taking office after September 1, 1985, who is not a licensed peace officer, has two years from taking office to obtain certification by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) as a law enforcement officer.

TERM OF OFFICE

Each Constable is elected for a four-year term from within each Justice of the Peace precinct.

Must be bondable.