

Job Description: DEPUTY CONSTABLE

Class No:	802	Department:	Constable, Pct. 4
Position No.	554-8910	EEOC Category:	Protective Services
Pay Group:	Full Time	FLSA:	Non-exempt

SUMMARY OF POSITION

The primary mission of this position is the clearance of in and out-of-county arrest warrants and civil process, the applicant must be competent to work traffic, identify criminal behavior and make warrantless arrests, as these tasks will be required of the officer periodically when in Guadalupe County.

ORGANIZATIONAL RELATIONSHIPS

This position reports directly to the chief deputy. 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*

This position will require the deputy to work alone in adjacent counties during the day, night and on weekends, using all the applicant's skill and perseverance to locate defendants with outstanding Class "C" warrants and to collect the amount of the warrants or arrest the defendant. This position also requires sufficient hours to be devoted to investigation; utilizing defendant tracking software packages, 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

Knowledge of: Must have a thorough knowledge of Texas Statutes.

Skill/Ability to: 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 full time and requires a minimum of two years experience as a licensed Texas peace officer, a positive law enforcement record and current with TCLEOSE rules/training hours. An acceptable driving record is required along with passing a criminal background check.

CERTIFICATES AND LICENSES REQUIRED

Licensed peace officer

CERTIFICATES AND LICENSES REQUIRED

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

**JOB DESCRIPTION FOR POSITION:
802-Deputy Constable**

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.