



COUNTY OF GALVESTON

CLASSIFICATION TITLE: Deputy Constable (Part-time)
DEPARTMENT: Constable
REPORTS TO: Chief Deputy Constable
PAY GRADE: _____ **Date Created:** August 1, 2002
PAY STEP: _____ **Date Revised:** _____
FLSA STATUS: Exempt Non-Exempt

CON/3

Approved by: _____
Approved by: _____

POSITION SUMMARY: This position is responsible for serving civil papers and warrants.

ESSENTIAL FUNCTIONS

Serves civil process papers to include citations, summons, subpoenas, writs, forcible detailers, restraining orders and protective orders.
 Serves misdemeanor and felony warrants; makes arrest of individual or provides backup to other agencies in making felony arrest.
 Reviews civil papers and warrants for proper and complete information.
 Serves as Bailiff during court sessions; introduces judge, provides court security, and takes control and custody of prisoners.
 Serves as Crossing Guard within school zone; enforces traffic laws within school zone.
 Transfers prisoners to and from county jail.
 Responds to local police department calls for service on civil matters.
 Escorts tax office personnel to bank for deposits as needed.
 Provides assistance to citizens with disabled vehicles.
 Patrols assigned precinct.
 Assists other law enforcement agency personnel as needed.
 Performs other related duties.

REQUIRED KNOWLEDGES AND SKILLS

Knowledge of federal, state, and local laws, criminal and traffic laws, and departmental policies and procedures.
 Knowledge of the boundaries and geography of the county.
 Knowledge of procedures for logging and docketing warrants and civil papers.
 Knowledge of first-aid and CPR techniques.
 Knowledge of the criminal justice system and court procedures.
 Knowledge of law enforcement processes.
 Skill in the use of firearms, communications equipment, and other standard and specialized equipment.
 Skill in interpersonal relations.
 Skill in operating emergency vehicles.
 Skill in oral and written communication.
 Physical condition commensurate with the demands of the position.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The work is typically performed with the employee sitting, standing, walking, bending, crouching, or stooping. The employee must be able to restrain people, lift light or heavy objects, use tools or equipment requiring a high degree of dexterity, and distinguish between shades of color. The work is typically performed in a vehicle or outside. The work may require the use of protective devices.

SUPERVISORY RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
 No experience requirements.
 Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
 Ability to meet current requirements of the Peace Officer License from Texas Commission of Law Enforcement Officers Standards and Education.